

FORM 1
THE UNIVERSITY OF TEXAS AT ARLINGTON
COLLEGE OF BUSINESS
Undergraduate Internship Program

NOTE TO STUDENT: Take this completed form to the drop box in Suite 107. After processing Form 1 may be picked up in Suite 107 in the top drawer of the two-drawer file cabinet. After you receive Form 1 back, please follow the instructions on the yellow top sheet of the internship packet.

Per COB Internship Program policies:

- No credit will be given for previous experience or activities.
- Maximum credit is 3 hours per student and must be major/concentration related.

All forms must be completed before a student may register for the course and before the activities for which credit is requested have begun. Internships are graded pass/fail.

THIS SECTION TO BE COMPLETED BY STUDENT (PLEASE PRINT):

Student ID# _____ **Date** _____

Name _____
LAST FIRST MIDDLE

Day Phone _____ **E-Mail Address** _____

Major/Concentration: (PLEASE CHOOSE ONE!)

- | | |
|-----------------------------|---------------------|
| _____ * ACCT (BBA) | _____ INTL SP (BBA) |
| _____ * ACCT (BS) | _____ INTL RS (BBA) |
| _____ ECON (BBA) | _____ INSY (BBA) |
| _____ ECON (BA) Minor _____ | _____ INSY (BS) |
| _____ ECON (BS) Minor _____ | _____ MANA (BBA) |
| _____ FINA (BBA) | _____ MARK (BBA) |
| _____ INTL CH (BBA) | _____ OPMA (BBA) |
| _____ INTL FR (BBA) | _____ REAE (BBA) |
| _____ INTL GR (BBA) | |

***Texas State Board of Public Accountancy requires completion of 12 hours of 3000/4000 level**

DO NOT COMPLETE --- THIS SECTION TO BE COMPLETED BY EVALUATOR:

Declared Major	Yes	No
Applies to Degree	Yes	No
Overall GPA	_____	
Additional _____	Yes	No

Eligible: Semester _____ Yes No

Signature _____ **Date** _____
Degree Plan Evaluator

REQUEST FOR UNDERGRADUATE INTERNSHIP REGISTRATION

Form 2

College of Business

Eligibility for internships:

1. UTA students with a declared major in the College of Business.
2. Minimum overall grade point average of 2.5.
3. Internship form must be completed and approved by department internship coordinator.

NOTE: No credit will be given for previous experience or activities. Maximum credit is 3 hours per student. This form must be filled out before a student may register for the course and before the activities for which credit is requested have begun. Internships are graded pass/fail.

Name _____ Student ID # _____

Phone number (____) _____ Email _____

Semester _____ Concentration/Major _____

Detailed explanation of internship position. _____

Firm's name _____ Phone No. _____

Address _____
Street Address City State Zip code

Internship contact _____ Phone No. (____) _____

Start date _____ End date _____

Student signature Date

Department Internship Coordinator Date

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.