

Student Teaching/Internship Letter

If you are Student working at a business or hospital as part of a Student Teaching/Internship course at UTA, you might be deemed as attending UTA at the fulltime rate of pursuit. To achieve this, the UTA MAVS Office can utilize a Student Teaching/Internship Letter from your UTA Academic Department Representative or the Supervisor who will be supervising you on site at the site where you will be working.

We need the information below in order to Certify the Clock Hours portion of your course. Clock hours are measured in hours per week the Student works at the business site, which is similar to the number of hours worked per week at a place of employment.

The required information for the Student Internship/Practicum Letter follows:

1. The Student Teaching/Internship Letter should be on UTA or applicable Place of Business letterhead;
2. UTA Student name and UTA ID (100XXXXXXX);
3. Name of Place of Business/School where Student Internship/Teaching will occur;
4. Semester, year, and begin and end dates for the timeframe the UTA Student will be working;
5. Number of hours per week (Sunday-Saturday) UTA Student will be working at Place of Business;
6. Class at UTA the Student Externship/Internship/Practicum is correlated to;
7. Printed name and signature of Teacher or Representative who will supervise student worker on site.

Please feel free to use the list above by copying and pasting it into a Word doc and then filling in the applicable information for each item.

The Student Teaching/Internship Letter may be submitted by Email: va@uta.edu; or in person to 406 Summit Ave. If you have any questions, please call UTA MAVS at 817-272-3017.