



**SOULES COLLEGE OF BUSINESS**

# **Graduate Internship Program**

**Internship Handbook  
Policies and Procedures**

Updated April 18, 2019

## Table of Contents

Internship Mission .....	1
Internship Procedures .....	1
Policies .....	4
Student Internship Requirements .....	5
Responsibilities .....	6
Student .....	6
Faculty Representative .....	6
Administrative Assistant .....	6
Academic Advisor .....	7
Cooperating Organization .....	7
Frequently Asked Questions (FAQ) About Internships .....	7
Forms .....	9

## Internship Mission

The purpose of an internship is to help students integrate academic learning with employment experience. Internships are an important component of the total educational experience, and the benefits are significant. Through internships, students

- Apply academic learning experience.
- Enhance understanding of business processes.
- Improve job search, interview, and other professional skills.
- Experience accountability for work product and job performance.
- Further their abilities to match career choices with personal skill sets and goals.
- Gain knowledge of different career fields and of specific jobs within these fields.
- Increase their understanding of how specific projects relate to larger business goals.
- Acquire experience in the working world, adding depth and relevance to classroom work.
- Learn the importance of communications skills and professional interactions between people.

## Internship Procedures

### *STEP 1 - Student*

All students interested in pursuing an internship for university credit must start by reading the qualifications and requirements available online: [www.utt Tyler.edu/cbt/internships.php](http://www.utt Tyler.edu/cbt/internships.php) Internships should be planned in advance, ideally early in the preceding semester. A summer internship is only for the long summer semester. All internships for university credit are subject to approval through the Soules College of Business.

- Student reviews COB Internships website: [www.utt Tyler.edu/cbt/internships.php](http://www.utt Tyler.edu/cbt/internships.php)

- Student downloads COB Internship Handbook and signs *Internship Application Form A*, Step 1.
- If student does not already have an internship offer, the student begins searching for appropriate internship(s) posted on Handshake (<https://www.uttyler.edu/careersuccess/handshake.php>). **Students are responsible for finding their own internships.**

## STEP 2 – *Academic Advisors*

- The student meets with academic advisor to discuss how internship *might* be used on degree plan.
  - Graduate Advising Office: [Soulesgradadvising@uttyler.edu](mailto:Soulesgradadvising@uttyler.edu), 903.565.5836, COB 223
- Advisor completes Step 2 on Form A: Recommended Qualifications are that the student has a cumulative UT Tyler GPA of 3.0 or higher and has at least 9 hours of their program completed.
- Advisor creates an updated degree plan to determine where internship credit might be used.
- Advisor directs student to appropriate departmental chair for pre-approval.

## STEP 3 – *Department Representative Pre-Approval*

- Student takes Form A and degree plan to meeting with appropriate Department Representative.
- Student and Department Representative ensure that work will be sufficient to award academic credit and that student understands expectations of the University for interns as representatives of this institution.
- The Department Representative will pre-approve the internship or give student further instructions.
- **If the internship might be used as a substitute course, the Department Representative shall indicate which course is being replaced.** Department Chair may need to contact academic advisor for discussion.
- Department Representative will be the instructor of record on internship.

## STEP 4 – *Cooperating Organization (Form B)*

- The student meets the contact person at the Cooperating Organization to complete Part B of the *Internship Application* (“Scope of Work”). The student will also give a copy of the *Responsibilities of Cooperating Organization Contact Person* to the person who will be supervising their internship experience.

## STEP 5 – *Department Representative*

- The student will return Forms A and B to the Department Representative who will then approve or deny the internship and submit all paperwork to the Departmental Administrative Assistant.
- The Department Representative is responsible for contacting the student if the internship is denied.

## STEP 6 – *Departmental Administrative Assistant*

- If the internship is approved, the Administrative Assistant will send the student an approval email and a permission code and carbon copy the Department Representative.

- The Administrative Assistant will add information to internship database on DropBox.
- The Administrative Assistant will store internship documents until they are completed.

### **STEP 7– Student**

- The Student will participate in internship and complete requirements in the “Student Responsibilities” section of this document.

### **STEP 8–Department Representative/Administrative Assistant/Academic Advisor**

- The student will submit required materials to the Department Representative for evaluation, and the Cooperating Organization Contact Person will submit the *Intern Evaluation Form* to the Faculty Representative who will assign credit or no-credit for the experience.
- The Administrative Assistant will notify Department Representatives of any files that need to be completed and will collect required documentation.
- Administrative Assistants will submit completed files to Academic Advising office. Academic Advisor will update student’s degree plan and place internship paperwork in student file.

## Policies

The Soules College of Business at The University of Texas at Tyler supports internships whenever the experience substantially adds to the student's competency (knowledge, skills, or experience). The internship must in some significant way, be relevant to the student's academic program and/or discipline as well as offer an educational opportunity not found in traditional course work.

### Recommended Internship Qualifications

#### Graduate level -

- Minimum GPA of 3.0
- Self-direction and the ability to work independently
- Completion of a minimum of 9 semester hours of graduate credit in the major

*NOTE: Please consult the Advising Office to determine how internship hours may be applied to your degree plan.*

### Accounting Majors – Additional Policies

The Texas State Board of Public Accountancy establishes the requirements to apply for the Uniform CPA Examination. The Board will accept no more than 3 semester hours of credit for an internship. Upon the Board's request, the student and/or the IPC must provide evidence that the internship has fulfilled all the Board's requirements as found on their website: <http://www.tsbpa.state.tx.us/exam-qualification/education-accounting-courses.html>

### Internship Compensation

With regard to compensation, the primary intent of the internship is to create a meaningful learning experience.

- If compensation is expected during an internship, compensation arrangements will be negotiated between the student and Cooperating Organization.
- If the Cooperating Organization does not offer compensation for internships, the Cooperating Organization should adhere to the Fair Labor Standards Act. Please see this website for details:  
<http://www.uttyler.edu/careerservices/internships.php>

### Grades

The grades for an internship are on a credit/no credit basis; however, the standards for credit will be high. The internship is a professional experience and students will be held to a professional quality standard with respect to the organization, content, and writing of the Journal, Paper, and Evaluations to determine the grade.

### International Student Internships

International students in F-1 non-immigrant status must receive authorization prior to beginning any kind of employment including internships. Failure to receive employment authorization prior to beginning employment is a violation of F-1 non-immigrant status and may result in deportation from the United States. To receive authorization

to begin employment international students must contact the Graduate International Advisor responsible for graduate international student advising services located in UC 2160 or at [ojp@uttyler.edu](mailto:ojp@uttyler.edu).

## Student Internship Requirements

Academic credit for an internship will only be granted when all of the following forms have been submitted and judged satisfactory. Please refer to the Internship Procedures section of this handbook for directions on the sequence of submitting these materials.

### Internship Application Form

This is a two-part form that includes the *Internship Application Form A: Approval Form* and the *Internship Application Form B: Responsibilities and Objectives Form*. The *Approval Form* is a step-by-step signature form to ensure all approval requirements are met. The *Responsibilities and Objectives Form* is an agreement between the Cooperating Organization and the student. This document specifies the responsibilities and objectives of the internship which should be developed with the understanding that the intern will work a minimum of 125 hours.

### Internship Journal

During the internship, the student must keep a Journal comprising a chronological list of all work experience gained in the internship. The Journal should briefly describe the nature, dates, and hours of training received. A weekly log of work assignments should briefly describe the nature of the work or task and the amount of time used to complete the assignment. For internships involving work for specific clients, e.g. preparing tax returns, it is not necessary to identify the client by name. As an example, working on a tax return could be described as, "Prepared FORM 1040 and related schedules and forms for a sole proprietorship dry cleaning business."

### Report Demonstrating Knowledge Gained

Upon completion of the internship, the student is required to write a Paper demonstrating the knowledge gained during the internship. The length of this paper will be stipulated upon by the Faculty Member, but will generally be 8-10 pages in length.

The Paper should include the following:

- List the objectives for the internship and discuss how and whether the objectives were met.
- With respect to the internship experience, describe the most helpful skills or knowledge learned in academic course work.
- Describe three areas where additional preparation could have helped in completing internship work assignments.
- Discuss types of technology used during the internship and whether technology played a major role in work assignments.
- Discuss the experience gained during the internship that is applicable to career goals.
- Describe how the internship experience met or did not meet expectations.

*Note: The Faculty Member may require coverage of additional topics in the essay.*

### Intern Evaluation Form

This form is to be completed by the intern's sponsor/supervisor at the end of the semester or internship period. This form will be emailed to the Cooperating Organization Contact Person by the Departmental Representative two weeks prior to the end of the internship period. It will be completed and returned directly to the Departmental Representative.

## Student Internship Evaluation Form

This form is to be completed by the student at the end of the semester or internship period. The student is responsible for submitting this form to the Departmental Representative at the end of the semester or internship period.

### Due Dates for Journal, Essay, and Evaluations

The Departmental Representative will stipulate the due date for Journal, Paper, Student Internship Evaluation, and Intern Evaluation.

## Responsibilities

### Student

The student will be expected to:

- Complete the *Internship Application* and receive all approvals (see **Internship Procedures** portion of handbook)
- Give the *Responsibilities of Cooperating Organization Contact Person* form to the Contact Person
- Meet with Faculty Representative as required prior to Census Date (see Academic Calendar on website)
- Work at least 125 hours during the semester
- Keep a Journal of work
- Submit report demonstrating knowledge gained
- Complete the *Student Internship Evaluation* form
- Complete other requirements stipulated by the Departmental Representative
- As a UT Tyler student working as an intern, I agree to the following:
  - I will treat in strict and absolute confidence all client and business proprietary information received by me from any person, paper, or electronic files at the Cooperating Organization.
  - I will comply with the standards of ethics applicable to the profession to which I aspire and to the ethical policies and code of conduct of the Cooperating Organization.
  - I will not recommend the purchase of goods or services from sources in which I have a vested interest to any business firm or individual requesting assistance.
  - I will conduct myself in a professional manner as a representative of myself, The University of Texas at Tyler and the Cooperating Organization.
  - I will adhere to the UT Tyler Student Code of Conduct and Discipline.

### Department Representative

The Department Representative will be expected to:

- Meet with student as required (student is expected to initiate contact)
- Review the student's application for internship credit and approve or deny application
- Confirm the student's participation on the Census Date roster
- Develop a timeline for submission of materials
- Send a copy of the *Cooperating Organization Intern Evaluation* form at the end of the internship
- Evaluate the submitted materials and assign a grade
- Submit all materials to the Administrative Assistant
- Some faculty may be expected to site visit to the Cooperating Organization

### Administrative Assistant

- Maintain files and route as needed
- Send approval emails and permission codes to student

## Academic Advisor

- Verify recommended qualifications and prepare degree plan to determine where internship credit can be used
- Retain completed internship file at conclusion of internship

## Internship Coordinator

- Build relationships with businesses to develop internship opportunities for students.
- Send internship/job postings to CBT advising offices and Career Services.
- Help advisors or departmental representatives verify quality of internships.

## Cooperating Organization

See the *Responsibilities of Cooperating Organization Contact Person* form at the end of this Handbook.

## Frequently Asked Questions (FAQ) About Internships

### What is an Internship?

An internship is a work experience, usually for one semester, which is part-time and may be paid or unpaid. The goal is to give the participating student exposure to a profession or field and in-depth knowledge of areas of interest. A student earns course credit for an internship by combining the field experience with more traditional academic projects under the sponsorship of a suitable Faculty Member.

### Why do an internship?

An internship is an excellent tool for exploring a career interest, giving a student first-hand experience in a particular professional field, and adding a new dimension to a student's academic program. This experience may be helpful in planning graduate study, seeking a summer job, or making career choices. Other career planning benefits include building a network of contacts, securing references for future jobs, and developing job skills such as resume writing and interviewing.

### How much time do I need for an internship?

In general, an internship takes as much time as a regular course. A minimum requirement of 125 hours working at the organization is required. On average, a minimum of 15 hours per week must be spent working as an intern; however, many Cooperating Organizations will request that the student work at least 20 hours per week. Completing the Journal and Paper also require a time commitment. Blocks of time must be available to accommodate an internship. Final work schedules are arranged between the intern and the Cooperating Organization.

### How do I find the internship I want?

You should plan for an internship well in advance, ideally early in the preceding semester. Students can search Handshake which can be accessed through the Career Success website <https://www.utt Tyler.edu/careersuccess/>. They can also learn about available internships by talking with other students, faculty, and the Career Services staff. All internships are subject to approval by the Departmental Representative.

### What about summer internships?

A student may do a summer internship for credit only during the long summer semester.

### Will I have to interview for an internship position?

YES. The process of securing an internship is similar to the process of securing a job. Therefore, in most cases, it is necessary to interview for an internship. Career Success can assist you in preparing to interview for an internship. To make an appointment, please contact them at [utt Tylercareersuccess@utt Tyler.edu](mailto:utt Tylercareersuccess@utt Tyler.edu) or 903.565.5862.



**What is the typical pay scale for a paid internship?**

The pay scale will usually depend on the amount of academic course work completed, previous relevant job experience, and the pay scale of the Cooperating Organization. In no event will the pay be less than the federal minimum wage.

**Is it possible to receive academic credit for an internship and also get paid?**

Yes, it is possible to receive credit and get paid for your internship. See the **Policies** portion of the handbook for further information on compensation.

**What about transportation?**

The student must have his/her own transportation.

## Forms

### Soules College of Business Internship Application Part A: Approval Form

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Name: \_\_\_\_\_ Graduate Program: \_\_\_\_\_  
Phone: \_\_\_\_\_ Patriots email: \_\_\_\_\_

#### STEP 1 – Student

*I have read the steps on [www.uttyler.edu/cbt/internships](http://www.uttyler.edu/cbt/internships) and understand the requirements for an internship.*

Student signature \_\_\_\_\_ Date \_\_\_\_\_

#### STEP 2 – Academic Advisor

*Student meets with advisor to discuss how internship might be used on degree plan.*

GPA (3.0 or better): \_\_\_\_\_ 9 required credits: \_\_\_\_\_ Previous Internship: \_\_\_\_\_

Suggested student use internship credit for: \_\_\_\_\_ Advisor Initials: \_\_\_\_\_

#### STEP 3 – Department Representative Pre-evaluation

*Student and Department Chair agree student will pursue ACCT HRD TECH  
internship (circle one).*

Student approved to use internship as substitute for: \_\_\_\_\_ (if applicable)

Faculty member assigned if internship approved: \_\_\_\_\_

Department Rep. signature: \_\_\_\_\_

#### STEP 4- Cooperating Organization

*Student meets with the Cooperating Organization's Contact Person to complete Step 4 requirements.*

#### STEP 5- Department Representative

*Faculty representative assigned as instructor of record for internship final approves or denies internship.*

Approved  As substitute for \_\_\_\_\_ (if preapproved by dept. chair).

Denied  Reason for denial: \_\_\_\_\_

Faculty Representative signature \_\_\_\_\_ Date \_\_\_\_\_

#### STEP 6- Departmental Administrative Assistants

Administrative Assistant Use Only:

Course \_\_\_\_\_ . \_\_\_\_\_ Permission code: \_\_\_\_\_ Admin Initials: \_\_\_\_\_

**Soules College of Business**  
***Internship Application***  
**Part B: Responsibilities and Objectives Form**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_ - \_\_\_\_\_

**Cooperating Organization Information**

Internship job Title \_\_\_\_\_ Cooperating Organization \_\_\_\_\_

Name of Contact \_\_\_\_\_ Phone Number \_\_\_\_\_ - \_\_\_\_\_

Contact E-mail \_\_\_\_\_ Paid Amount \$ \_\_\_\_\_ per hour Non Paid

Educational Objectives of the internship:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Write a brief description of the activities to be performed (attach additional pages if necessary)

I agree to the Statement of Responsibilities and Objectives, and hours to be worked (min. of 125). I will adhere to the policies stated herein. I will provide training and supervision to the student to make their learning experience meaningful. I will be available to give progress reports to the Departmental Representative and submit the *Intern Evaluation* by the end of the internship period.

Cooperating Organization Contact Person Signature \_\_\_\_\_ Date \_\_\_\_\_

As a student working as an intern and a student at The University of Texas at Tyler I will work at least 125 hours during the semester, keep a Journal of my work, submit a Report of knowledge and experience gained, and complete a Student Internship Evaluation. These materials, along with my supervisor's Intern Evaluation, will be maintained in my official student file. I agree to the following:

- I will treat in strict and absolute confidence all client and business proprietary information received by me from any person, paper, or electronic files at the Cooperating Organization.
- I will comply with the standards of ethics applicable to the profession to which I aspire and to the ethical policies and code of conduct of the Cooperating Organization.
- I will not recommend the purchase of goods or services from sources in which I have a vested interest to any business firm or individual requesting assistance.
- I will conduct myself in a professional manner as a representative of myself, The University of Texas at Tyler and the Cooperating Organization.
- I will adhere to the UT Tyler Student Code of Conduct and Discipline.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Soules College of Business**  
**Intern Evaluation Form**

Intern:

Supervisor:

Instructions: Rate intern on a scale of 1-5(Deficient to Superior). Return electronically to Faculty Member:

*Deficient*  
1

*Average*  
3

4

*Superior*  
5

**Insert number below:**

**1.Oral Communication** (*Communicates ideas clearly with proper vocabulary usage*)  
Remarks: \_\_\_\_\_

**2.Written Communication** (*Communicates ideas clearly with proper grammatical structure*)  
Remarks: \_\_\_\_\_

**3.Quality of work** (*Accuracy, neatness, timeliness*)  
Remarks: \_\_\_\_\_

**4.Quantity of work** (*Volume of accurate work not needing correction*)  
Remarks: \_\_\_\_\_

**5.Job knowledge** (*Understands job requirements and needs minimal assistance*)  
Remarks: \_\_\_\_\_

**6.Attitude** (*Positive, willing to learn, accepts direction*)  
Remarks: \_\_\_\_\_

**7.Motivation** (*Seeks additional work when assignments completed*)  
Remarks: \_\_\_\_\_

**8.Reliability** (*Dependable, gets the job done on time, acts responsibly*)  
Remarks: \_\_\_\_\_

**9.Use of time** (*Uses time wisely and does not distract others*)  
Remarks: \_\_\_\_\_

**10.Uses good judgment** (*Considers actions and possible effects, makes sound decisions*)  
Remarks: \_\_\_\_\_

**11.Interpersonal skills** (*Cooperative, helps others, listens*)  
Remarks: \_\_\_\_\_

**12.Technological competence** (*Familiar with hardware and software required for the job*)  
Remarks: \_\_\_\_\_

**13.Professional proficiency** (*Dresses appropriately for the job and conveys a professional image to customers/clients*)  
Remarks: \_\_\_\_\_

**Additional Comments:**

# Soules College of Business

## *Student Internship Evaluation Form*

Intern:

Supervisor:

---



---

1. Do you want your replies made available to the Cooperating Organization? YES: \_\_\_ NO: \_\_\_
2. Would you seriously entertain an offer for permanent employment with this organization? YES: \_\_\_ NO: \_\_\_

Rate intern on a scale of 1-5(Deficient to Superior). Return electronically to Departmental Representative:

	Deficient		Average		Superior
	1	2	3	4	5

- Insert Number Below:**
3. The level of responsibility given to you \_\_\_\_\_
4. Nature of work assigned to you \_\_\_\_\_
5. Supervision and guidance given you \_\_\_\_\_
6. Work Environment \_\_\_\_\_
7. Degree of client or customer contact \_\_\_\_\_
8. Time demands of your job \_\_\_\_\_
9. Extent to which you applied the knowledge of your degree \_\_\_\_\_
10. Practical skills and knowledge acquired \_\_\_\_\_
11. Degree to which your internship met your expectations \_\_\_\_\_
12. Overall internship experience \_\_\_\_\_
13. Impression of organization for which you interned \_\_\_\_\_

**Comments:**

## *Responsibilities of Cooperating Organization Contact Person*

We in the Soules College of Business at The University of Texas at Tyler view internships as a win-win relationship with our community partners. The purpose of an internship is to help students integrate academic learning with employment experience. Internships are an important component of the total educational experience, and the benefits are significant. Through internships, students:

- Apply academic learning experience.
- Enhance understanding of business processes.
- Improve job search, interview, and other professional skills.
- Experience accountability for work product and job performance.
- Further their abilities to match career choices with personal skill sets and goals.
- Gain knowledge of different career fields and of specific jobs within these fields.
- Increase their understanding of how specific projects relate to larger business goals.
- Acquire experience in the working world, adding depth and relevance to classroom work.
- Learn the importance of communications skills and professional interactions between people.

The Contact Person at the Cooperating Organization is required to:

- Work with the student to complete the “Scope of Work” form
- Correspond with the Departmental Representative and/or Internship Coordinator (Internship Coordinator will initiate contact)
  - Supervise the student
  - Provide documentation to the Departmental Representative and the student
  - Complete the *Intern Evaluation Form* and submit to the Departmental Representative
  - If necessary, contact the Departmental Representative or Internship Coordinator to notify them of any concerns.

### **Scope of Work Form**

This form is to be completed by the Cooperating Organization Contact Person and the intern. The “Scope of Work” form is an agreement between the Cooperating Organization and the student. This document specifies the activities and objectives of the internship which should be developed with the understanding that the intern will work a minimum of 125 hours. This form is a part of the formal *Internship Application* and must be submitted before an internship will be approved.

### **Intern Evaluation Form**

This form is to be completed by the intern’s sponsor/supervisor at the end of the semester or internship period. This form will be emailed to the Cooperating Organization Contact Person by the Faculty Member two weeks prior to the end of the internship period. It will be completed and returned directly to the Faculty Member.

<b>Contact Information:</b>				
Department	Title	Name	Number	Email
Accounting	Program Dir.	Veronda Willis	903-565-5822	<a href="mailto:vwillis@uttyler.edu">vwillis@uttyler.edu</a>
Technology	Chair	Mark Miller	903-566-7186	<a href="mailto:mmiller@uttyler.edu">mmiller@uttyler.edu</a>
HRD	Department Representative	Rochell McWhorter	903-566-7330	<a href="mailto:rmcwhorter@uttyler.edu">rmcwhorter@uttyler.edu</a>