



**The University of Texas at Tyler  
Department of Business Administration**

# **Internship Program**

**Student Handbook  
Policies, Procedures  
and Internship Forms  
Effective Fall 2006**

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# Department of Business Administration The University of Texas at Tyler

## Approval to Register for Internship

Student Name \_\_\_\_\_ Student Id \_\_\_\_\_

Internship course registering for (check one)

Accounting Undergraduate Internship: ACCT 4395 \_\_\_\_\_ ACCT 4396 \_\_\_\_\_

Finance Undergraduate Internship: FINA 4395 \_\_\_\_\_ FINA 4396 \_\_\_\_\_

General Business Undergraduate Internship: GENB 4370 \_\_\_\_\_ GENB 4371 \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_

Grading: Credit    No Credit    (circle one)

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Faculty Sponsor

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Internship Program Coordinator

Call Number for Registration \_\_\_\_\_

## **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.
- Acquire experience in the working world, adding depth and relevance to classroom work.
- Enhance understanding of business processes.
- Increase understanding of how specific projects relate to larger business goals.
- Learn the importance of communications skills and how interactions between people are a key factor in business success at all levels.
- Experience accountability for work product and job performance.
- Gain knowledge of different career fields and of specific jobs within these fields.
- Further ability to match career and employment choices with personal goals and abilities.
- Improve job search, interview, and other professional skills.

The College of Business and Technology policies and procedures in this handbook apply to the Department of Business Administration (accounting, finance, management, and marketing majors). The Department of HRD & Technology also offers an internship program for human resource development and technology majors (see page 8 for internship program coordinator information).

## **Policies**

The College of Business and Technology (CBT) 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 and offer an educational opportunity not found in traditional course work.

- Generally, an internship is for three semester hours of credit. With approval of his or her advisor, a student may enroll in a second internship for an additional three hours of credit.
- Three hours of internship credit requires that the student serve with the sponsoring organization for a minimum of 150 hours during the semester.
- To be eligible for an internship, a student must meet the following criteria:
  - Completion of all requirements for, and admission to, the CBT.
  - Demonstrated self-direction and the ability to work independently.
  - Completion of all lower division requirements.
  - Completion of a minimum of 12 semester hours of upper division credit in a major field. For finance, management and marketing majors, the student's advisor may waive 3 semester hours. For accounting majors, the 12 semester hours must include ACCT 3325, Income Tax I.
  - Minimum GPA of 3.0
- The internship may be used to fulfill the student's major course requirements.

- Academic credit for an internship will be granted if all of the following requirements are met:
  - The knowledge gained from the internship is equal to or greater than the knowledge gained in a traditional classroom setting.
  - The sponsoring organization provides the Internship Program Coordinator and the student with a written statement of the objectives to be met during the internship.
  - The Internship Program Coordinator and the Sponsoring Faculty Member approves the internship.
  - The sponsoring organization provides a significant work experience with adequate training and supervision of the work performed by the student.
  - The sponsoring organization provides a written evaluation of the student at the conclusion of the Internship, a letter describing the duties performed and the supervision given to the student, and a copy of the documentation to the Internship Program Coordinator and the student.
  - The student keeps a journal comprising a chronological list of all work experience gained in the internship.
  - The student writes a paper demonstrating the knowledge gained in the internship.
- With regard to compensation, the primary intent of the internship is not to provide employment for the student, but rather to create a meaningful learning experience; however, compensation is expected during and internship. Compensation arrangements will be negotiated between the student and sponsoring organization.

### **Accounting Majors – Additional Policies**

The Texas State Board of Public Accountancy establishes the requirements to apply for the Uniform CPA Examination. There are two additional policies that apply for students who want the internship to qualify for the 30 credit hours of upper division accounting courses required to take the CPA exam.

- The Board will accept no more than three (3) semester hours of credit for an internship. Upon the Board's request, the student and/or the Internship Program Coordinator (IPC) must provide evidence that the internship has fulfilled all the Board's requirements.

### **Preparation for Internship and Completion of Requirements**

Students interested in an internship should contact the Internship Program Coordinator (IPC) early in the semester preceding the semester or summer session for which they wish to register and participate in an internship. The IPC will review the internship procedures and forms with the student and assist the student, if necessary, in securing a faculty sponsor for the internship and identify potential sponsoring organizations to which the student may apply for an internship position. The date by which the necessary forms must be completed and approved is the on-campus registration date for the semester or summer during which the internship will occur. No retroactive credit will be given for internships that are not approved in advance.

#### **Registration for Internship**

When the necessary forms have been completed and approved, the IPC will provide the student with an Approval to Register for Internship. The student will take this form to the Business

Department Administrative Assistant Office, BUS 114, to obtain a call number for the appropriate internship course. Once the call number has been received, the student can register online for the course.

### **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 a tax return, 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.”

### **Paper Demonstrating Knowledge Gained**

Upon completion of the internship, students are required to write a paper (3-5 pages) demonstrating the knowledge gained during the internship. 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 coursework.
- Describe three areas where additional preparation could have helped in completing internship work assignments.
- Discuss the 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.

*The faculty sponsor may require coverage of additional topics in the paper.*

### **Student and Supervisor Evaluations**

At the conclusion of the internship, the student will complete the Student Internship Evaluation Form, and the student’s supervisor will complete the Supervisory Intern Rating Sheet.

### **Due Dates for Journal, Paper, and Evaluations**

For fall and spring semester internships, the journal, paper, student evaluations, and supervisory evaluation must be completed and submitted to the Internship Program Coordinator by the last regular class day of the respective semester. For summer internships, the due date is the last regular class day of the second summer session.

### **On-Campus Meetings and Semester Visits**

At the beginning of the semester or summer session, all students participating in an internship must attend an orientation session. During the period of the internship, the IPC and/or the faculty sponsor may make site visits to discuss the internship with the student and his or her supervisor. During the last week of classes during the semester or summer session, all students must attend a wrap-up session to share their experiences and provide suggestions and recommendations for future internships. The IPC will schedule the times for these meetings and notify the students, faculty sponsors, and supervisors.

## **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 both the journal and paper. The faculty sponsor and the IPC will access the journal, paper, and evaluations to determine the grade.

## **International Student Internships**

The Immigration and Naturalization Service and the United States Information Agency are the authorizing agencies for employment (including internships) of international students.

**International students who work without authorization** from these agencies, regardless of circumstances, are in violation of their legal status and will not be reinstated to that status. In extreme circumstances, they may also be given notice to leave the United States within 30 days. To be compensated for an internship, international students must obtain authorization through an application process that begins with the International Admissions Counselor in the Office of Admissions, 903-566-7230.

## **Frequently Asked Questions (FAQ) About Internships**

### **What is an internship?**

An internship is a work experience, usually for one semester or during the summer, that 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 College of Business and Technology faculty member.

### **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. The Career Advising Services Center in BUS 131 can assist you in preparing to interview for an internship.

You should be very professional concerning your interviews. Dress professionally. Punctuality is essential; if for any reason the interview must be cancelled, call the person with whom the interview was scheduled in advance. Always send a brief “thank you note to anyone who has taken the time to interview you in person.

If you are interviewing with more than one sponsoring organization and are fortunate enough to be offered more than one internship position, let the organizations know which position you are accepting. This is very important for the one being turned down because another student may also be under consideration for the internship. Thank the organization for offering you the internship and give an explanation for why it is not being accepted. Be considerate; students do not like to be turned down and neither do employers.

### **How long does it take to find an internship?**

It can take several weeks to find and establish an internship. The process begins with researching opportunities available and contacting organizations for which you think you might like to work. You will need to develop a resume if you don't already have one. Career Services in UC 111 can give you examples and help in writing your resume.

**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 find information about opportunities by visiting BUS 131 our department Career and Advising Services or our website [www.utt Tyler.edu/cbt/index](http://www.utt Tyler.edu/cbt/index) . They also learn about internships by talking with other students and faculty in the College of Business and Technology and to the IPC. For specialized interest and certain academic areas, faculty can be helpful in identifying placement opportunities. Students may also arrange their own internship placement. All internships are subject to approval by the Internship Program Coordinator and the faculty sponsor.

**How do I find a faculty sponsor for my internship?**

Internship credit is earned through the department from which you want to receive credit. Based on the nature of the internship and the academic area to which it most relates, consult with the IPC and the faculty from the respective department about securing a sponsor for your internship.

**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. Accounting majors will receive credit for ACCT 4395, finance majors for FINA 4395, and marketing and management majors for GENB 4370.

**What is the typical pay scale for an internship?**

The pay scale will depend on the amount of academic coursework completed, previous relevant job experience, and the pay scale of the sponsoring organization. In no event will the pay be less than the federal minimum wage (\$5.15 per hour).

**Why do an internship?**

Students do internships for a variety of reasons. As a form of independent study, an internship increases classroom learning and adds a new dimension to a student's academic program. Because it provides a different perspective on the material, it offers many academic benefits.

An internship is also an excellent tool for exploring a career interest, giving a student first-hand experience in a particular professional field. 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 contact, securing references for future jobs, and developing job skills such as resume writing and interviewing. An internship may also lead to a full-time job offer from the sponsoring organization upon graduation.

Internships yield many personal benefits as well. The intern builds on his or her knowledge base in a particular field through hands-on experience and work side-by-side with professionals. Many interns learn tangible new skills, from spreadsheet analysis to public relations to business plans.

**What about summer internships?**

A student may do an internship for credit during the summer by registering for it as a summer course and completing the internship requirements under the direction of a faculty sponsor who has scheduled courses during the summer.

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

In general, an internship takes as much time as a regular course. On average, a minimum of 15 hours per week must be spent working as an intern; however, many employing organizations will request that the student work at least 20 hours per week. Completing the journal and the paper also

require a time commitment. Blocks of time must be available to accommodate an internship. Final work schedules are arranged between the intern, the sponsoring organization, and the IPC.

**What about transportation?**

The student must have his/her own transportation.

**How do I make an appointment with the Internship Program Coordinator?**

The IPC is available for advising, assisting students with planning, suggesting possible faculty sponsors and sponsoring organizations, and solving problems that may arise during the internship.

The Internship Program Coordinator, Mr. Mark Washburn, (BUS 142) may be contacted by telephone (903-565-5833) or e-mail ([Mildred\\_Blowen@uttyler.edu](mailto:Mildred_Blowen@uttyler.edu)).

**I am a technology major. Who do I contact about an internship?**

The Internship Program Coordinator for the Department of HRD & Technology is Dr. James Harbaugh (HPR 219). He may be contacted by telephone (903-566-7331) or e-mail ([jharbaugh@uttyler.edu](mailto:jharbaugh@uttyler.edu)). You may also contact the HRD & Technology Department Administrative Assistant at 903-566-7310 or stop by HPR 226 for assistance in scheduling an appointment.



**The University of Texas at Tyler  
College of Business and Technology**

**Statement of Work**

The attached Statement of Work and Objectives will be conducted for

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*Sponsoring Organization*

During the \_\_\_\_\_ (semester/year) at The University of Texas at  
Tyler for the course credit for \_\_\_\_\_ (course prefix and number).

I will work at least 150 hours during the semester, keep a journal of my work, submit a paper, and complete an evaluation. These materials, along with my supervisor's evaluation, will be placed in my file in the Department of Business Administration.

**Internship Contract**

As a student working as an intern sponsored by the College of Business and Technology, The University of Texas at Tyler, I agree to the following:

- I will treat in strict and absolute confidence all client or business proprietary information received by me from any person or from paper or electronic files at the sponsoring 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 sponsoring 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 highly professional manner in representing myself, the College of Business and Technology, The University of Texas at Tyler, and the sponsoring organization.

Student Name (Printed or Typed) \_\_\_\_\_

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

**The University of Texas at Tyler  
College of Business and Technology**

**Sponsoring Organization**

I request an internship relationship with the College of Business and Technology, The University of Texas at Tyler. I agree to the Statement of Work and Objectives and hours to be worked. I will provide needed training and supervision to the student to make the learning a meaningful experience. I will be available to give progress reports to The University of Texas at Tyler and evaluate the intern at the end of the semester.

Supervisor Name (Printed or Typed) \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approvals**

Faculty Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Internship Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**The University of Texas at Tyler  
College of Business and Technology**

**Statement of Work and Objectives**

Intern Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Hours per week the student is expected to work: \_\_\_\_\_

**Academic area of work (be specific): Examples include –**

Accounting (auditing, tax)

Finance (investments, capital budgeting)

Management (human resources – compensation)

Marketing (Marketing research, sales management)

**Work and job function (list below the types of work to be performed):**

**Objectives of the internship:** (Examples: To learn methods of tax preparation, to perform a marketing survey, to prepare company handbook.)

1.

2.

3.

4.

**The University of Texas at Tyler  
College of Business and Technology**

**Supervisory Internship Rating Sheet**

Sponsoring Organization \_\_\_\_\_

Intern: \_\_\_\_\_ Supervisor : \_\_\_\_\_

Please specify on a scale of 1-5 (1 being deficient, 3 average, 5 superior)

1. Communication Skills

Oral Communication = Communicates ideas clearly with proper vocabulary usage \_\_\_\_\_

Written Communication = Communicates ideas clearly with proper grammatical structure \_\_\_\_\_

2. Quality of Work = Accuracy, neatness timeliness \_\_\_\_\_

3. Quantity of Work = Volume of accurate work not needing correction \_\_\_\_\_

4. Job Knowledge = Understands job requirements and needs minimal assistance \_\_\_\_\_

5. Attitude = Positive, willing to learn, accepts direction \_\_\_\_\_

6. Motivation = Seeks additional work when assignments completed \_\_\_\_\_

7. Reliability = Dependable, gets the job done on time, acts responsibly \_\_\_\_\_

8. Use of Time = Uses time wisely and does not distract others \_\_\_\_\_

9. Uses Good Judgment = Considers actions and possible effects, makes sound decisions \_\_\_\_\_

10. Interpersonal Skills = Cooperative, helps others, listens \_\_\_\_\_

11. Technology Skills = Familiar with hardware and software required for the job \_\_\_\_\_

12. Professional Appearance = Dresses appropriately for the job and conveys a professional image to customers/clients \_\_\_\_\_

13. Achieve Results = Works on tasks and completes assigned work \_\_\_\_\_

Supervisor Comments:

\_\_\_\_\_  
\_\_\_\_\_

**Signatures**

Supervisor: \_\_\_\_\_ Intern \_\_\_\_\_

Date \_\_\_\_\_

