



UTTylerTM

SOULES

COLLEGE OF BUSINESS

**Undergraduate Internship
Handbook
Policies and Procedures**

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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 detailed in this handbook. Internships should be planned prior to the start of each semester. A summer internship is available only for the long summer semester. Internships completed in previous semesters will not be given credit. All internships for university credit are subject to approval through the Soules College of Business.

- Student reviews the Soules College Internship website:
- <https://www.utt Tyler.edu/soules-college-of-business/undergraduate-advising/internships/>
- Student downloads the Soules College Undergraduate Internship Handbook and signs **Internship Application Form A, Step 1.**
- **Students are responsible for finding their own internships.** Securing an internship is similar to securing a job. The UT Tyler Office of Career Success can help students search and prepare for an internship: <https://www.utt Tyler.edu/career-success/>.

STEP 2 – Academic Advisor

- The student meets with an academic advisor to discuss how an internship might be used on their degree plan.

Soules College Undergraduate Advising

- Email: SoulesAdvising@utt Tyler.edu
 - Phone: 903.566.7363
 - Room: COB 123
- Advisor updates degree plan to determine where an internship credit might be used.
 - Advisor completes **Internship Application Form A, Step 2.** Recommended qualifications include a cumulative UT Tyler GPA of 3.0 or higher and completion of at least 9 hours of major or minor course requirements.
 - Advisor marks whether the internship is related to the student's major or minor (if applicable).
 - Advisor notes the major courses which have been completed or are currently in progress.
 - Advisor suggests where internship credit may be applied to degree plan.
 - Advisor instructs student to meet with Cooperating Organization contact person to complete **Internship Application Form B.**

STEP 3 – Cooperating Organization

The Cooperating Organization is an employer who has extended an internship opportunity offer to the student. The representative with whom the student will work is referred to as the contact person at the Cooperating Organization.

- Student meets the contact person at the Cooperating Organization to complete the **Internship Application Form B, Responsibilities and Objectives.** The student will also provide the contact person with a copy of the **Responsibilities of Cooperating Organization Contact Person** document found at the end of this handbook.

STEP 4 – Department Chair Pre-evaluation

- Student will arrange a meeting with the Department Chair of the appropriate department.
- Student will review ***Internship Application Forms A and B*** with Department Chair to determine that work will be sufficient to award academic credit and that student understands the expectations of the University for interns as representatives of this institution.
- Department Chair pre-approves the internship or gives further instruction.
- **If the internship can be used as a substitute course, the Department Chair will indicate which course is being replaced and communicate this to the advisor.**
- Department Chair assigns a Faculty Representative to be the instructor of record for internship. The student will refer to their Faculty Representative for any questions during the term of the internship.

STEP 5 – Faculty Representative or Department Chair Approval

- Student will meet with Faculty Representative or Department Chair to review internship and obtain Faculty Representative's signature on ***Internship Application Form A, Step 5***. Student will provide a copy of ***Internship Application Form B*** to the Faculty Representative for faculty records.
- If the internship is approved, the departmental administrative assistant will create the appropriate internship course, as indicated on ***Internship Application Form A***.
- The Faculty Representative or Department Chair is responsible for contacting the student if the internship is denied for any reason.

STEP 6 – Academic Advisor Course Enrollment

- Student will bring the completed and signed ***Internship Application Forms A and B*** to the Soules College Undergraduate Advising office and meet with an advisor for enrollment into the appropriate internship course, as indicated on ***Internship Application Form A*** to complete approval process.
- Advisor will scan all approvals and related documents into the student's academic folder.

STEP 7 – Student Participation

- Student will participate in the internship and complete all requirements as stated in the ***Student Responsibilities*** section of this handbook.

STEP 8 – Completion and Grading of Internship

- Student will submit all required materials to the Faculty Representative for evaluation and grading.
- Cooperating Organization Contact Person will submit the ***Intern Evaluation Form*** to the Faculty Representative.
- Faculty Representative will assign a grade of credit or no-credit for the internship.
- Advisor will update degree plan and maintain internship records at the close of the term.

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 be relevant to the student's academic program and/or discipline in some significant way, as well as offer an educational opportunity not found in traditional coursework.

Recommended Internship Qualifications:

- Minimum **GPA of 3.0**
- Completion of all lower division core requirements
- Self-direction and the ability to work independently
- Completion of a minimum of 9 semester hours of upper division credit in the major or minor as appropriate

NOTE: Please contact the Soules Undergraduate Advising office to determine how internship hours may be applied to your degree plan.

NOTE: A maximum of three credit hours may be applied toward the undergraduate degree for Computer Science internships.

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>.

NOTE: Accounting internships must be kept on file locally within the Undergraduate Advising office for a minimum time frame of three years.

Internship Compensation

Regarding 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 visit the UT Tyler Office of Career Success and Alumni Engagement website for details: <https://www.uttyler.edu/career-success/internships/>

Grades

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

Student Internship Requirements

Academic credit for an internship will only be granted when all 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 an Internship Journal containing 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 Report demonstrating the knowledge gained during the internship. The length of the Report will be specified by the Faculty Representative but will generally be 8-10 pages in length. The Report should include the following:

- List the objectives for the internship and discuss whether and how 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 Representative may require coverage of additional topics.

Intern Evaluation Form and Student Internship Evaluation Form

- The **Intern Evaluation Form** is to be completed by the intern's sponsor/supervisor at the end of the semester or internship period. The Faculty Representative will provide a copy of the form to the Contact Person at least two weeks prior to the end of the internship period. The Cooperating Organization Contact Person will submit the **Intern Evaluation Form** directly to Faculty Representative.
- The **Student Internship Evaluation 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 Faculty Representative.

Due Dates for Journal, Report, and Evaluations

The Faculty Representative will specify the due date for the Internship Journal, Report, 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).
- Provide the Contact Person a copy of the **Responsibilities of Cooperating Organization Contact Person** document.
- Meet with Faculty Representative as required prior to semester Census Date (see Academic Calendar on website).
- Work at least 125 hours during the semester.
- Keep a Journal of work.
- Submit a Report demonstrating knowledge gained.
- Complete the **Student Internship Evaluation** form.
- Complete other requirements specified by the Faculty Representative.
- **As a UT Tyler student working as an intern, I agree to the following statements:**
 - 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.

Faculty Representative

The Faculty 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 to the Contact Person at the end of the internship.
- Evaluate the submitted materials and assign a grade of credit or no-credit.

- Submit all completed internship materials, including Journal, Report, and Evaluation Forms, to the Soules College of Business Undergraduate Advising Office to be maintained with the student's permanent academic record.
- Some faculty may be expected to site visit at the Cooperating Organization.

Administrative Assistant

- Create the appropriate internship course, as indicated on *Internship Application Form A*.

Academic Advisor

- Verify recommended qualifications and prepare degree plan to determine where internship credit *might* be used.
- Assist with enrollment into internship course.
- Retain *Internship Application Forms A and B* during semester of internship
- Maintain completed internship file at conclusion of internship.
- Maintain completed Accounting internship files for a minimum of three years locally.

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 may earn course credit for an internship by combining the field experience with more traditional academic projects under the sponsorship of a suitable Faculty Representative.

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 Report also require a time commitment. Blocks of time must be available to accommodate an internship. Final work schedules are arranged between the student 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 Office of Career Success and Alumni Engagement website at <https://www.utt Tyler.edu/careersuccess/>. They can also learn about available internships by talking with other students, faculty, and the Career Success staff. Students may also find internships through previous employers, family members, and other networking opportunities. All internships are subject to approval by the Department Chair and Faculty 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 Career Success at careersuccess@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, unless the internship is posted and accepted as unpaid.

What about transportation?

The student is responsible for transportation to and from the internship location.

Soules College of Business
Internship Application
Form A: Approval Form

Semester: _____ Year: _____ Student ID: _____
Name: _____ Major: _____ Minor: _____
Phone: _____ Student Email: _____

➤ **STEP 1 – Student**

I have read the Soules College of Business Undergraduate Internship Handbook and understand the requirements therein.

Student Signature: _____ Date: _____

➤ **STEP 2 – Academic Advisor**

Student meets with academic advisor to discuss how an internship might be used on their degree plan.

UT Tyler GPA (3.0 or better): _____ Previous Internship(s) for Academic Credit: Yes or No

9 Required Credit Hours Earned or In Progress (toward major field of study of internship): Yes or No

Courses Completed or In Progress (List): _____, _____, _____

Advisor recommends internship credit to be used for: _____ Advisor Initials: ____ Date: _____

➤ **STEP 3 – Cooperating Organization**

Student meets with the Cooperating Organization Contact Person to complete Step 3 requirements (Form B).

➤ **STEP 4 – Department Chair Pre-evaluation**

Student and Department Chair agree that student will pursue an internship in the following major field of study:

ACCT FINA MANA MARK HRD TECH COSC (circle one)

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

Faculty representative assigned if internship is approved: _____

Department Chair Signature: _____ Date: _____

➤ **STEP 5 – Faculty Representative or Department Chair Approval**

Student meets with faculty representative assigned as instructor of record for internship final approval or denial.

Approved _____ As substitute for: _____ (Department Chair Approval Required)

Denied _____ Reason for denial: _____

Faculty Representative Signature: _____ Date: _____

➤ **STEP 6 – Academic Advisor Course Enrollment**

Administrative Use Only:

Course _____ . _____ Quick Enrolled: Yes or No Permission Code: _____ Advisor Initials: _____

Soules College of Business
Internship Application

Form B: Responsibilities and Objectives Form

Name: _____ **Semester/Year:** _____ **Student ID:** _____
Student Email: _____ **Phone:** _____

Cooperating Organization Information:

Organization Name: _____ Internship Job Title: _____
Name of Contact Person: _____ Contact Phone Number: _____
Contact Email: _____ Paid Amount \$ _____ per hour or Unpaid

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

Educational Objectives of the Internship:

1. _____
2. _____
3. _____

I agree to the Statement of Responsibilities and Objectives and hours to be worked (minimum 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 Faculty 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
 (To be completed by the Intern Supervisor)

Intern Name: _____ **Supervisor Name:** _____

Survey Instructions: Rate intern on a scale of 1 – 5 (Deficient to Superior). Return survey electronically to intern’s Faculty Representative.

<i>Deficient</i>	<i>Less Than Average</i>	<i>Average</i>	<i>Above Average</i>	<i>Superior</i>
1	2	3	4	5

Indicate rating 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 Judgement:** *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:

Supervisor Signature: _____ Date: _____

Soules College of Business
Student Internship Evaluation Form
 (To be completed by Student Intern)

Intern Name: _____ **Supervisor Name:** _____

1. Do you want your responses to be made available to the Cooperating Organization? **YES or NO**
2. Would you seriously consider an offer for permanent employment with this organization? **YES or NO**

Survey Instructions: Rate Cooperating Organization on a scale of 1 – 5 (Deficient to Superior). Return survey to the Faculty Representative with all additional required documents.

<i>Deficient</i>	<i>Less Than Average</i>	<i>Average</i>	<i>Above Average</i>	<i>Superior</i>
1	2	3	4	5

Indicate rating below:

3. **Responsibilities:** *The level of responsibility given to you*
Remarks: _____
4. **Nature of Work:** *The nature of the work assigned to you*
Remarks: _____
5. **Supervision:** *Amount of supervision and guidance given to you*
Remarks: _____
6. **Environment:** *The work environment you were placed within*
Remarks: _____
7. **Customer Contact:** *The degree of client or customer contact you were given*
Remarks: _____
8. **Time:** *The time demands of the job or position in which you worked*
Remarks: _____
9. **Knowledge Applied:** *Extent to which you applied the knowledge of your degree*
Remarks: _____
10. **Skills Acquired:** *Practical skills and knowledge acquired*
Remarks: _____
11. **Expectations:** *Degree to which internship met your expectations*
Remarks: _____
12. **Overall:** *Overall internship experience*
Remarks: _____
13. **Impression:** *Impression of organization for which you interned*
Remarks: _____

Additional Comments:

Student Intern Signature: _____ Date: _____

Soules College of Business

Responsibilities of Cooperating Organization Contact Person

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, resume, interview, and 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 ***Internship Application Form B: Responsibilities and Objectives***.
- Correspond with the Faculty Representative
- Supervise the student.
- Provide documentation to the Faculty Representative and the student.
- Complete the ***Intern Evaluation Form*** and submit to the Faculty Representative.
- If necessary, contact the Faculty Representative to notify them of any concerns.

Responsibilities and Objectives Form

This form is to be completed by the Cooperating Organization Contact Person and the intern. The ***Responsibilities and Objectives 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 required Internship Application and must be submitted before an internship will be approved for academic credit.

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 Representative at least two weeks prior to the end of the internship period. It will be completed and returned directly by email to the Faculty Representative.

Contact Information:

Department	Title	Name	Email
Accounting, Finance & Bus. Law	Dept. Chair	Roger Lirely	rlirely@uttyler.edu
Management & Marketing	Dept. Chair	Kevin James	kjames@uttyler.edu
Human Resource Development	Professor	Paul Roberts	proberts@uttyler.edu
Industrial Technology	Dept. Chair	Mark Miller	mmiller@uttyler.edu
Computer Science, CIS, & IT	Dept. Chair	Leonard Brown	lbrown@uttyler.edu
Undergraduate Advising	Advisor	Undergraduate Advisor	soulesadvising@uttyler.edu