

Holds: Should you have a hold on your **PeopleSoft** account, you will not be enrolled in the internship course; the hold must be removed before you may be enrolled.

Term Paper Deadline is the last day of class for the term. The term paper must be submitted directly to the Internship Faculty Advisor or be placed in his mailbox located outside of his office; email submissions will not be accepted unless otherwise instructed. Guidelines for Internship for Credit Term Paper generally are:

The term paper should discuss and analyze in detail several of the learning opportunities you had while completing the internship. It is recommended that you select a couple of topics/assignments and discuss/research them in detail. You must be able to articulate through business analysis the knowledge gained from the internship. The term paper should discuss both the positive and negatives of the learning experience and demonstrate your knowledge through additional research; samples of work should be attached.

Term Paper Specifications:

1. The paper varies in length by 4396 course (5-10 pages) with double spaced in 12 point font.
2. Pages should be numbered, single-sided, typed on only one side of the paper.
3. Correct grammar and spelling are expected.
4. The paper should have an identifiable organization and structure.
5. Limit attachments to what is necessary.
6. Blackout names of clients, or anything that is proprietary to the Company you are working for.

If you need help with grammar, formatting or structuring your paper, the Writing Center offers free consultation services for students. Visit <http://www.uh.edu/writecen/Students/Gen-Con/>

EMPLOYER EVALUATION must be completed by the internship supervisor by the end of the credit semester.

Contact Information

If you have any questions regarding the internship academic credit request process please contact:

Rockwell Career Center, 2nd floor Cemo Hall hirebauer@uh.edu (832) 842-6120

Professors scheduled to supervise the internship courses are:

ENTR 4396 - Ken Jones (Summer 2015) & James Kane (Fall 2015)

FINA 4396 - Dr. Charles Guez

GENB 4396 - Troy Hopkins, JD, PHR

MANA 4396 - Dr. Barb Carlin

MARK 4396 - Dr. Partha Krishnamurthy

Only PPA Accounting students may take ACCT 4396. Please see the PPA Academic Advisor for more information.

There is no major elective internship credit for SCM or MIS.

Remember that the internship process is as follows:

1. Secure your internship with an employer
2. Download forms from <http://www.bauer.uh.edu/career-center/undergraduate/internships/>
3. See your academic advisor
4. Have your internship employer sign the forms
5. Visit the Rockwell Career Center

Summer 2015 paperwork deadline is May 22nd, 2015.

Fall 2015 paperwork deadline is August 14th, 2015.

UNIVERSITY of HOUSTON

ROCKWELL CAREER CENTER

GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT Summer & Fall 2015

In order to receive academic credit, students must submit an internship credit form (with approval signatures from both the RCC Career Counselor and the student's Academic Advisor). **Please read this document carefully as it provides general guidelines for submitting an internship academic credit request and provides information on end of semester requirements for the internship course.**

Key Facts of the 4396 Internship Courses

- Enrollment in the internship course will be conducted by the Rockwell Career Center after approval by faculty and the academic advising office. Enrollment is not done by the student through PeopleSoft.
- The internship must be related to student's declared major if trying to receive credit for a "Major elective".
- The internship must have start and end dates, along with concrete professional development objectives.
- 4396 carries three hours of upper level academic credit and does not affect your GPA (S/U).
- Internships must include 10+ hours worked per week for 16 weeks or equivalent to 160+ total hours minimum.
- Internship course requires payment like any other 3 hour business course at the University of Houston.
- You must write a term paper to submit to the Internship Faculty Advisor by the last day of classes for the term.

Course Prerequisites

- Must be a major with a degree plan filed for major elective credit. Any Bauer student may take GENB 4396.
- Students must have a 2.5 GPA at the time of course enrollment request
- Other pre-reqs apply for Major 4396 courses Visit www.bauer.uh.edu/career-center/undergraduate/internships/ for more information.

Internship Academic Credit Request Approval Process

A hardcopy of the following items **MUST** be submitted to the Rockwell Career Center by May 22nd, 2015 for Summer or August 14th, 2015 for Fall in order for your internship academic credit request to be processed:

INTERNSHIP CREDIT FORM	<ul style="list-style-type: none">• Attach a copy of job posting or detailed offer letter for credit approval and meet with the Rockwell Career Center• Meet with Academic Advisor and fill out relevant section• Submit documents to the Rockwell Career Center
EMPLOYMENT AGREEMENT FORM & DOL FACT SHEET	<ul style="list-style-type: none">• Meet with internship employer and complete this form together• Submit documents to the Rockwell Career Center
JOB POSTING/DESCRIPTION	<ul style="list-style-type: none">• Submit the job posting/description for your internship
RESUME	<ul style="list-style-type: none">• Submit your most recent resume

All forms are available on the **Rockwell Career Center** website.

Please note: The RCC cannot process your request until a hard copy of all documents have been properly filled out and submitted. Any documents filled out incorrectly will not be processed and the student is responsible for correcting/resubmitting a new document. Thereafter, allow at least two to three weeks for processing.