

UNIVERSITY of HOUSTON I BAUER

ROCKWELL CAREER CENTER

SUMMER 2012

FINANCE GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT

In order to receive academic credit, students must submit an internship credit form (with approval signatures from both the Finance Internship Faculty Advisor 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 GENB 4396.**

Key Facts of the Course

- Enrollment in the internship course will be conducted by the Director of Registration after approved by faculty and the Dean's office; Enrollment is not done through PeopleSoft
- The internship must be related to student's declared major if trying to receive credit for a "Major elective"; the internship must be business-related if student is trying to receive "Advanced Business Elective" credit
- The internship must have start and end dates, along with concrete professional development objectives
- GENB 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
- Internship course requires payment like any other course at the University of Houston; for exact cost of payment contact the Finance Office located in the Welcome Center
- You must write a term paper to submit to the Internship Faculty Advisor by **July 23rd, 2012**

Course Prerequisites

- Finance and Accounting majors with junior or senior standing; you must have a degree plan filed
- Students must have a 2.5 GPA at the time of course enrollment request
- Complete FINA 3332, ACCT 2331, ACCT 2332

Internship Academic Credit Request Approval Process

A hardcopy of the following items **MUST** be submitted to the Rockwell Career Center by **Tuesday, May 29th 2012 at 5:00PM** in order for your internship academic credit request to be processed:

INTERNSHIP CREDIT FORM	<ul style="list-style-type: none">• Get Faculty Advisor's approval signature on this form (attach a copy of job posting or detailed offer letter first) for credit approval• Meet with Academic Advisor and fill out relevant section• Submit documents to Sara Ahmed, Experiential Education Manager
EMPLOYMENT AGREEMENT FORM & DOL FACT SHEET	<ul style="list-style-type: none">• Meet with internship employer and complete this form together• Submit documents to Sara Ahmed, Experiential Education Manager
JOB POSTING/DESCRIPTION	<ul style="list-style-type: none">• Submit the job posting/description for your Summer 2012 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: We 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.

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.

Re-Enrollment: If you are dropped from the course for any reason, you must e-mail [Sara Ahmed](#), Experiential Education Mgr., requesting to be re-enrolled. Students will not be re-enrolled automatically. Also, if you are dropped a second time you cannot be re-enrolled and will be ineligible for internship academic credit for the Summer 2012 semester.

Term Paper

Once approved and enrolled in GENB 4396 students are responsible for submitting a term paper to the Internship Faculty Advisor by **July 23rd, 2012**. 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. Following are term paper guidelines set by the Internship Faculty Advisor:

The analytical term paper may vary in length, but is expected to be between 10-12 pages, double spaced, not including examples of your work attached. 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 in detail. Students must be able to articulate through financial analysis the knowledge gained from the internship. The term paper should discuss both the positive and negatives of the learning experience as well as demonstrate your knowledge through additional research; samples of work should be attached to the written document.

In conjunction with submitting a term paper, students must attach a sealed, confidential letter of review from the internship supervisor. The letter of review must document the projects/responsibilities conducted throughout the internship, and include the name and phone number of the internship supervisor.

Bauer Career Gateway Requirements

Complete the following three items through [Bauer Career Gateway](#) by **Monday, July 23rd, 2012**.

INTERNSHIP INSIGHTS	Information submitted on this evaluation is used by the Rockwell Career Center for statistical purposes. If consent is given, the information is placed on the Internship Insights website to provide a useful resource to fellow Bauer.
EMPLOYER EVALUATION	The internship supervisor must complete this evaluation through Bauer Career Gateway for employers .

Contact Information

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

Sara Ahmed | Experiential Education Manager
Rockwell Career Center | 233 Cemo Hall
sjahmed@bauer.uh.edu | (832) 842-6125

For academic questions regarding the internship course itself (i.e. term paper, grade), please contact the Finance Internship Faculty Advisor:

Clinical Assistant Professor Dan Jones | Internship Faculty Advisor
Department of Finance | 210A Melcher Hall
djones@uh.edu | (713) 743-4773

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Step-by-Step Process for FINANCE Internship Academic Credit

1. Secure an offer for an internship with an employer. For help on how to do this, please visit with a [Career Counselor](#) or login to [Bauer Career Gateway](#) to see available internships.
2. Once you have an internship offer, take the offer letter (detailing what your job responsibilities will be) or descriptive job posting (from employer) along with a copy of your resume and the Internship Credit Form (located [online](#)) to [Sara Ahmed](#), Experiential Education Manager for RCC, for approval.
3. After Sara Ahmed has approved/signed the Internship Credit Form (in lieu of the Faculty Advisor), take the form (and attached documents) to your Academic Advisor to decide where (if approved and successfully completed) this internship course (and three credit hours) will fit in your degree plan.
4. Meet with your employer/supervisor to fill out the Employer Agreement Form and provide them with a copy of the Department of Labor Fact Sheet (also found [online](#)).
5. Submit all paperwork (originals only, please) to the Rockwell Career Center's Experiential Education Manager ([Sara Ahmed](#)) before the **May 29th, 2012** deadline. If completed paperwork is submitted by the deadline, you will be notified via email within 2 weeks if you are approved for academic credit for an internship credit.
6. If internship is approved for academic credit, you will have to make an appointment with [Sara Ahmed](#) to receive your welcome packet and discuss expectations and guidelines.
7. Once you have been enrolled for the GENB 4396 course, start your internship and work to successfully complete at least 10 hours of work experience every week. Contact Sara Ahmed in case of any questions or problems that may come up during the semester. Do not quit or alter your internship without first contacting Sara Ahmed.
8. Submit a term paper and confidential letter of review from your internship employer by **July 23rd, 2012** in Professor Dan Jones' mailbox (210A Melcher Hall). Details for these documents can be found in the [Guidelines](#).
9. Complete 2 required surveys in [Bauer Career Gateway](#) (Internship Insights and Intern Self and Program Evaluation) by the **July 23rd, 2012** deadline.
10. Make sure employer completes the Employer Evaluation (in Gateway) by the **July 23rd, 2012** deadline.
(Note: employers will receive an email in early July prompting them to complete the evaluation in Gateway)