

UNIVERSITY of HOUSTON I BAUER

ROCKWELL CAREER CENTER

SPRING 2013

ACCOUNTING GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT

In order to receive academic credit, students must submit an internship credit form (with approval signature from the student's Academic Advisor and Faculty 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 Experiential Education Manager after approved by faculty and the Dean's office; Enrollment is not done through PeopleSoft
- Accounting majors can only get credit for an "Advanced Business Elective" and not a "Major Elective"
- 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 and weekly journals to submit to the Internship Faculty Advisor by **April 26th, 2013**

Course Prerequisites

- Accounting majors only 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 ACCT 2331, ACCT 2332
- PPA, IAP and Oil & Gas track students should speak with an Accounting Academic Advisor before applying for GENB 4396 course credit

Internship Academic Credit Request Approval Process

A hard copy of the following items **MUST** be submitted to the Rockwell Career Center by **Monday, January 7th, 2013 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 (make sure to bring along a copy of the offer letter first) for credit approval• Meet with Academic Advisor and fill out relevant section• Submit documents to Christina Hinkson, 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 Christina Hinkson, Experiential Education Manager
JOB POSTING/DESCRIPTION	<ul style="list-style-type: none">• Submit the job posting & offer letter for your Spring 2013 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 send an e-mail to [Christina Hinkson](#) 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 become ineligible for internship academic credit for the Spring 2013 semester.

Term Paper and Weekly Journal

Once approved and enrolled in GENB 4396 students are responsible for submitting a term paper to the Internship Faculty Advisor by **April 26th, 2013**. 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 (subject to change depending on the Internship Faculty Advisor):

The analytical term paper may vary in length, but is expected to be between 5-8 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.

Students are also responsible for providing the Internship Faculty Advisor with a weekly journal that records what you have worked on during the internship assignment with (a) what, if anything new has been learned during the day and (b) what obstacles were faced and/or accomplished. Weekly journal entries must be e-mailed to the Internship Faculty Advisor by **Monday at 5:00PM** of the following week AND also must be all submitted in hard copy format at the end of the semester along with the term paper. Failure to submit these two items by April 26th, 2013 will result in a "U" for the course.

Bauer Career Gateway Requirements Complete the following three items through [Bauer Career Gateway](#) by **Friday, April 26th, 2013**.

INTERNSHIP INSIGHTS	The information submitted on this evaluation is used by the Rockwell Career Center for statistical purposes. If consent is given by student, the information is placed on the Internship Insights website to provide fellow Bauer students a useful resource when searching for internships.
INTERN SELF AND PROGRAM EVALUATION	The information submitted on this evaluation is used by the Rockwell Career Center for statistical purposes only. The evaluation is located under the "Surveys" tab in Bauer Career Gateway
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:

Dr. Christina Hinkson | Experiential Education Manager

Rockwell Career Center | 233 Cemo Hall

cchinkson@bauer.uh.edu (832) 842-6120

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

Dr. Michael Newman | Internship Faculty Advisor

Department of Accounting | 390A Melcher Hall

michaeln@bauer.uh.edu (713) 743-4857

Internship Academic Credit for Spring 2013

[Rockwell Career Center](#)

UNIVERSITY of HOUSTON | BAUER

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Step-by-Step Process for ACCOUNTING 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 from the employer (detailing what your job responsibilities will be and stating the start and end dates) along with a copy of your resume and the Internship Credit Form (located [online](#)) to [Dr. Michael Newman](#) for approval.
3. After your faculty advisor has signed the Internship Credit Form, 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 ([Christina Hinkson](#)) before the **January 7th, 2013** deadline. If completed paperwork is submitted by the deadline, you will be notified via email within 2 days 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 Christina Hinkson 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 Christina Hinkson in case of any questions or problems that may come up during the semester. Do not quit or alter your internship without first contacting [Christina Hinkson](#).
8. Submit a term paper and weekly journal entries by **April 26th, 2013** in Dr. Newman's mailbox (390A Melcher Hall). Details for these documents can be found on the [website](#).
9. Complete the required Internship Insights survey in [Bauer Career Gateway](#) by the **April 26th, 2013** deadline.
10. Make sure employer completes the Employer Evaluation (also in Gateway) by **April 26th, 2013**. (Note: employers will receive an email in October prompting them to complete the evaluation in Gateway)