

### Summer 2014

### MANAGEMENT GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT

In order to receive academic credit, students must submit an internship credit form (with approval signatures from the Management Internship Faculty Advisor, the student's Academic Advisor, and RCC Career Counselor). **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 MANA 4396.**

#### Key Facts of the Course

- 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 your declared major and be approved by the Internship Faculty Advisor
- The internship must have start and end dates, along with concrete professional development objectives
- MANA 4396 carries three hours of upper level academic credit and does not affect your GPA (S/U)
- Internships must include 8+ hours of professional duties 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 **Tuesday, August 12th, 2014**

#### Course Prerequisites

- Management 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 MANA 3335

#### Internship Academic Credit Request Approval Process

A hardcopy of the following items **MUST** be submitted to the Rockwell Career Center by **Friday, May 23rd, 2014 at 5:00PM** in order for your internship academic credit request to be processed:

<b>INTERNSHIP CREDIT FORM</b>	<ul style="list-style-type: none"><li>▫ Get Faculty Advisor's approval signature on this form (attach a copy of job posting or detailed offer letter first) for credit approval</li><li>▫ Meet with Academic Advisor and fill out relevant section</li><li>▫ Submit documents to the Rockwell Career Center</li></ul>
<b>EMPLOYMENT AGREEMENT FORM &amp; DOL FACT SHEET</b>	<ul style="list-style-type: none"><li>▫ Meet with internship employer and complete this form together</li><li>▫ Submit documents to the Rockwell Career Center</li></ul>
<b>JOB POSTING/DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Submit the job posting/description for your internship</li></ul>
<b>RESUME</b>	<ul style="list-style-type: none"><li>• Submit your most recent resume</li></ul>

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 days 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 [Reggie Toussant](#), Management Career Counselor, requesting to be re-enrolled. Students will not be re-enrolled automatically. Also, if you are dropped a 2<sup>nd</sup> time you cannot be re-enrolled and will be ineligible for internship academic credit for the semester.

## **Term Paper**

Once approved and enrolled in MANA 4396 students are responsible for submitting a term paper to the internship faculty advisor by **Tuesday, August 12th, 2014**. Following are term paper requirements set by the internship faculty advisor (subject to change depending on the Internship Faculty Advisor):

Students are required to write an 8-10 page research paper that should be inspired by issues encountered during the internship. Papers must be typed, double-spaced, a minimum of 8 references and use either APA or MLA style for internal citations and reference pages. References used will vary based on the topic & may include books, journal/magazine articles, & internet sources.

In your term paper, apply your Management education to your internship assignment. Think of all the projects and duties you were assigned, and evaluate whether the activities reached your goals.

Some questions to consider are:

- What are the goals of the company's management activities?
- What was your role in reaching the goals?
- What were others' roles?
- Where your efforts successful in reaching the goals?
- If it was successful/ not successful, explain why or why not.
- How could this be improved?

## **Bauer Career Gateway Requirements**

Complete the following two items through [Bauer Career Gateway](#) by **Tuesday, August 12th, 2014**.

<b>INTERNSHIP INSIGHTS</b>	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.
<b>EMPLOYER EVALUATION</b>	The internship supervisor must complete this evaluation through <a href="#">Bauer Career Gateway for employers</a> .

## **Contact Information**

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

Reggie Toussant, Management Career Counselor  
Rockwell Career Center | 219 Cemo Hall  
[rctoussant@bauer.uh.edu](mailto:rctoussant@bauer.uh.edu) | (832) 842-6126

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

**Dr. Barbara Carlin** | Internship Faculty Advisor  
**Department of Management** | 315A Melcher Hall  
[bcarlin@uh.edu](mailto:bcarlin@uh.edu) | (713) 743-4661