

# UNIVERSITY of HOUSTON

## ROCKWELL CAREER CENTER

Summer 2016

### GUIDELINES FOR BUSINESS 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 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 GENB 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
- Business 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 & weekly journals to submit to the Internship Faculty Advisor by **Thursday August 4, 2016**

#### Course Prerequisites

- Business majors only, Business minors are not eligible.
- Approval of Rockwell Career Center (see process below).
- Accounting 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 together to the Rockwell Career Center by **Friday, May 27, 2016 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 Career Counselor's approval signature on this form (make sure to bring along a copy of the offer letter) for credit approval</li><li>• Meet with Academic Advisor and fill out relevant section</li><li>• Submit documents to your Career Counselor at 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 your Career Counselor at the Rockwell Career Center</li></ul>
<b>JOB POSTING/DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Submit the job posting and offer letter 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, e-mail your [RCC Career Counselor](#), 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 semester.

### **Term Paper and Weekly Journal**

Once enrolled in GENB 4396, students are responsible for submitting a term paper to the Internship Faculty Advisor by **Thursday August 4, 2016**. The term paper must be submitted via Blackboard course online in the designated drop box; email and/or paper submissions will not be accepted.

The 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 4-5 pages, double spaced. 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 business 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.

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 entered into the Blackboard course page online. Failure to submit these two items by **Thursday August 4, 2016** will result in a "U" for the course.

### **Bauer Career Gateway Requirements**

Complete the following items by **Thursday August 4, 2016**:

<b>STUDENT EVALUATION</b>	The survey will be emailed to the student in the middle of the internship term. Please be sure that your email is correct on your forms.
<b>EMPLOYER EVALUATION</b>	The internship supervisor will be sent an evaluation via email. Please be sure that the supervisor's email is correct on <b>ALL of the forms you submit to the Rockwell Career Center.</b>

### **Contact Information**

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

[RCC Career Counselors for your major](#)

Rockwell Career Center | 2nd floor Cemo Hall

[hirebauer@bauer.uh.edu](mailto:hirebauer@bauer.uh.edu) | (832) 842-6120

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

Troy Hopkins - Internship Faculty Advisor

Rockwell Career Center | 2nd floor Cemo Hall

[thopkins@bauer.uh.edu](mailto:thopkins@bauer.uh.edu) | (832) 842-6131