

UNIVERSITY of HOUSTON

ROCKWELL CAREER CENTER

Spring 2017

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 **Friday, April 21, 2017**

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 **Monday, January 9, 2017 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 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: 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 the Rockwell Career Center at hirebauer@uh.edu, requesting to be re-enrolled. Students will not be re-enrolled automatically. Also, if you are dropped a 2nd 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 **Friday, April 21, 2017 by email to bcarlin@uh.edu**. Following are term paper requirements set by 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, use 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. You management classes have discussed management principles that research shows have been effective. Are these principles used in the company for which you did your internship? The following are some ideas for a term paper:

- Did you have goals to accomplish in the internships? What helped or hindered your achievement of your goals? Did having goals make you more successful?
- How did this experience differ from what you expected? Was it better, worse or different in an unexpected way?
- Could the company have done some things differently? What should they have done differently and why? Would it have made them more successful?
- Some other topic to be decided between you and the Management Internship Faculty Advisor

The following items are requested by the Rockwell Career Center to be completed during the semester but DO NOT affect credit for the course.

STUDENT EVALUATION	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.
EMPLOYER EVALUATION	The internship supervisor will complete this evaluation via email. Please be sure that the supervisor's email is correct on all forms you submit to the Rockwell Career Center.

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

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 - (713) 743-4661