

2009 Guidelines for Receiving Credit in Management

Internships are very important ways for students to gain experience while attending college. They can be rewarding and can lead to exciting careers. Real-world, practical experience can enrich an already top-notch curriculum. As an urban university, many of our students hold some sort of part-time or full-time job. Consequently, it is often difficult to determine when an internship is a job and when it is a learning experience.

Key Facts of the Course:

- Internship must be supervised by a Faculty member in the Management Department
- Student must get approval from the Internship Faculty Advisor before the internship will be approved
- Open to Management majors only
- You must have filed your Degree Plan
- Carries three hours of upper level academic credit (This is a course you pay for)
- You must write a term paper
- Prerequisite: MGMT 3335
- Does not effect GPA (S/U)
- Registration done via General Petition
- Indicate on your General Petition whether you would like the credit to count toward General Business electives or Management Specific electives.

Guidelines for Approval:

- Student must attend internship academic request workshop
- Credit is not given for general work experience. It must be an internship - not a job.
- The internship must have a beginning, an end and have concrete professional development goals.

DUE FIRST

How to have your internship considered for credit:

All of the necessary forms are available on the Rockwell Career Center website: www.bauer.uh.edu/career. Below is a list of the forms and other materials you must submit. Please submit these items to the Rockwell Career Center staff.

Pre-screening Form	You will get this form from your academic advisor. You will meet with your advisor to see how this course fits with your degree plan
General Petition Form	Check option #11 and state that you wish to register for GENB 4396.
Internship Job Description Form	This allows us to see what your duties will be and will allow us to determine if the assignment is credit worthy.
Internship Placement Sheet	This sheet gives us a basic overview of your internship assignment and who you will be reporting to.

DUE after your assignment or at the end of the semester

At the End of the Semester:

Submit to your Internship Faculty Advisor, Management office, 315H Melcher Hall:

Term Paper	In your term paper, apply your Management education to the work experience. Think of all of 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 companies' management activities? What was your role in reaching the goals? What were other people's roles? Were your efforts successful in reaching the goals? If it was successful/not successful, explain why, or why not. How can it be improved?
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Completing your Internship Requirements

Submit the following items through your Bauer Career Gateway account at the end of your assignment under the Internship/Coop Placement Tab within your profile. Click on edit and fill out the information listed below:

Basic Information	This is where you will enter the basic information of the company (ex: Company name, reporting supervisor etc.) and any learning objectives you have established with your employer.
Student/Self Evaluation Form	Complete this form in the Bauer Career Gateway system. Describe how your different skills sets have changed due to your internship experience and also evaluate what the most beneficial features were.
Program Evaluation	This form provides you an opportunity to evaluate the Bauer Internship Program and the UH Co-op Program and your work assignments.
Student Testimonial/Semester Report	Template is in Career Gateway. A short summary of your internship experience with recommendations for other students who may be interested in that internship. With your permission, this document is kept on file in the Rockwell Career Center for other students to view and learn from.
Employer Evaluation Form	Your Internship supervisor completes this document. Have your internship supervisor complete this document in the Bauer Career Gateway system under the "Internship/Co-ops Placements" tab within their Bauer Career Gateway account. Please contact us (or have them contact us), if they don't have an account.