

# UNIVERSITY of HOUSTON I BAUER ROCKWELL CAREER CENTER

Spring 2013

## ENTREPRENEURSHIP GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT

In order to receive academic credit, students must submit an internship credit form (with approval signatures from both the Entrepreneurship Internship Faculty Advisor and the student's Academic 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.
- 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
- GENB 4396 carries three hours of upper level academic credit and does not affect your GPA (S/U)
- Internships must include 120+ hours of professional duties
- 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 Advisors

### Course Prerequisites

- Entrepreneurship majors only and junior/senior standing; you must have a degree plan filed
- Students must have a 2.5 GPA at the time of course enrollment request
- Complete ENTR 3310, ENTR 4320, 4330

### Internship Academic Credit Request Approval Process

A hardcopy of the following items **MUST** be submitted to the Rockwell Career Center by **Monday, January 7<sup>th</sup>, 2013 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 <a href="#">Christina Hinkson</a>, Experiential Education Manager</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 <a href="#">Christina Hinkson</a>, Experiential Education Manager</li></ul>
<b>JOB POSTING/DESCRIPTION</b>	<ul style="list-style-type: none"><li>• Submit the job posting/description for your Spring 2013 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 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 e-mail [Christina Hinkson](#), Experiential Education Mgr., requesting to be re-enrolled. Students will not be re-enrolled automatically. If you are dropped a second time you cannot be re-enrolled and will be ineligible for internship academic credit for the Spring 2013 semester.

### **Term Paper**

Once approved and enrolled in GENB 4396 students are responsible for submitting a term paper to the Internship Faculty Advisors by **April 26<sup>th</sup>, 2013**. Following are term paper requirements:

The paper must be ANALYTICAL, not description, and should be approx. 10 pages, double spaced, 12 point font. Using your Entrepreneurial education in ENTR 3310, 4320, and 4330, write a paper on revenue & cost. Other topics to include in the paper are company specifics, such as size, history, growth pattern, reputation within the industry, corporate culture, company goals, prevailing management and leadership styles, and any projections for the future.

### **Bauer Career Gateway Requirements**

Complete the following three items through Bauer Career Gateway by **April 26<sup>th</sup>, 2013**:

<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 <a href="#">Internship Insights</a> website to provide fellow Bauer students a useful resource when searching for internships. The evaluation is located under the “Surveys” tab in <a href="#">Bauer Career Gateway</a> .
<b>INTERN SELF AND PROGRAM EVALUATION</b>	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 <a href="#">Bauer Career Gateway</a> .
<b>EMPLOYER EVALUATION</b>	The internship supervisor must complete this evaluation through the “Internships” tab on <a href="#">Bauer Career Gateway for employers</a> .

### **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](mailto:cchinkson@bauer.uh.edu) | (832) 842-6120

Any other questions please contact your Career Counselor by making an appointment in [Bauer Career Gateway](#) or calling (832) 842-6120.

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

Dr. Ken Jones | Internship Faculty Advisor  
Wolff Center for Entrepreneurship | 250 Melcher Hall  
[kjones@bauer.uh.edu](mailto:kjones@bauer.uh.edu) | (713) 743-1983

## Step-by-Step Process for Entrepreneurship 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. (Please note that in order to receive academic credit for an internship, the internship must be relevant to a student's declared major as well as approved by the Internship Faculty Advisor).
2. Once you have an internship offer, take the offer letter (detailing what your job responsibilities will be) or descriptive job posting (from employer) along with a copy of your resume and the Internship Credit Form (located [online](#)) to the Entrepreneurship Faculty Advisor, Ken Jones for approval. (Office is 250 Melcher Hall)
3. After the Faculty Advisor has approved/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 7<sup>th</sup>, 2013** deadline. If completed paperwork is submitted by the deadline, you will be notified via email within 2 weeks 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 8 hours of professional duties every week. Contact [Christina Hinkson](#) in case of any questions or problems that may come up during the semester but do not quit or alter your internship without first contacting her.
8. Submit a term paper by **April 26th, 2013** to Ken Jones.
9. Complete 2 required surveys in [Bauer Career Gateway](#) (Internship Insights and Intern Self and Program Evaluation) 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 early July prompting them to complete the evaluation in Gateway)