

UNIVERSITY of HOUSTON

ROCKWELL CAREER CENTER

Spring 2015

ENTREPRENEURSHIP GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT

In order to receive academic credit, students must submit an internship credit form (with approval signatures from the Entrepreneurship 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 ENTR 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
- ENTR 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 Advisor by **Monday, May 4, 2015.**

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
- Completion of 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 **Friday, January 16, 2015 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 Lauren Ford at 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 Lauren Ford at 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 [Lauren Ford](#), Entrepreneurship Career Counselor, requesting to be re-enrolled. Students will not be re-enrolled automatically. 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 ENTR 4396 students are responsible for submitting a term paper to the Internship Faculty Advisors by **Monday, May 4, 2015**. 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 by **Monday, May 4, 2015**:

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 must complete this evaluation via email. Please be sure that the supervisor's email is correct on ALL of the forms you submit to the Rockwell Career Center.

Contact Information

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

Lauren Ford | Entrepreneurship Career Counselor
Rockwell Career Center | 233 Cemo Hall
lford@bauer.uh.edu | (832) 842-7143

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

James M. Kane | Internship Faculty Advisor **Wolff**
Center for Entrepreneurship | UCBB Ste. 536
jmkane@bauer.uh.edu | 713.743.4752