

## Internship Program - Overview and Registration Summer 2019

### Overview

The internship program provides students in the Real Estate Program with professional work experience and provides an introduction to employers that will support a practice-based education. Student interns need to be enrolled in the Professional Internship for-credit course. The internship course instructor will provide coordination and counseling.

### Terms of Internship Employment

- Internships only available to students who are registered with the Real Estate Program, have completed at least one career counseling session, and who will have received a passing grade in at least one real estate course prior to the internship.
- Availability for internship employment
  - 40 hours per week or otherwise as agreed by employer and intern
  - Monday, June 3 through Friday, August 9
- Compensation will be set by your employer and ranges between \$10-\$15/hour for undergraduate students and \$15-\$20/hour for graduate students.
- Interns are employed according to the employer's HR policies and procedures.
- Interns are assigned a supervisor.
- Employer sets work assignments that offer educational benefits, adds value to employer's programs with set objectives to achieve by the end of the internship.
- Employer appraises the intern's performance at the conclusion of the course and submits it to the instructor.



### Internship Candidates and Registration

- MBA, MS Finance, and BBA Finance students in the Real Estate Program are eligible to participate in the internship program.
- The student must be available for full-time or part-time employment in summer 2019.
- The student must complete an internship registration form and provide a current resume to the Real Estate Program office by November 30, 2018.

### Internship Course

- Students must enroll in the internship course available in summer 2019.

### Matching Process

- The Real Estate Program staff will match students and employers.
- Employers and students also have the opportunity to choose each other through a facilitated process.

### Internship Program Registration

Student Name: \_\_\_\_\_

myUH ID: \_\_\_\_\_

Expected Graduation (month/year): \_\_\_\_\_

Current GPA: \_\_\_\_\_

Current Degree Program:

MBA     MS Finance     BBA Finance     Other

Internship Preference:

Full-time     Part-time

Real Estate Industry Area of Interest:

Brokerage     Property Management     Development     Investment     Lending     Appraisal  
 Corporate     Other: \_\_\_\_\_

Describe your real estate industry interest and what skills or qualifications you would like to communicate to employers that receive your resume.

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#### Internship Eligibility Requirements

**Availability:** All internship placements are for full-time or part-time work.

\_\_\_\_\_(initial) I will be available for full-time or part-time internship employment during the summer 2019.

**Resume:** A current resume must be attached to the registration form.

\_\_\_\_\_(initial) I am including a current resume with my internship registration.

attached to this application     emailed to the Real Estate email listed below

**Application Deadline:** To be part of the internship matching program the registration form and resume must be submitted to the Real Estate Office via email or in-person by November 30, 2018.

\_\_\_\_\_(initial) I am submitting my registration form and resume by deadline mentioned above.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Thank you for your interesting in the Real Estate internship program. We look forward to working with you.*