College of Business Administration

Application to Enroll in Internship - Business Majors

To be filled out by Program Advisor

Student’s Name _______________________________  Student ID: ______________________

Course _______________  CRN ___________  Semester ___________  GPA _________

Prerequisite course(s) completed or enrolled:

☐ ACCT 3321
☐ FIN 3310
☐ MGMT 3303
☐ 9 hours of Marketing courses
☐ OSCM 3321

Internship Requirements

Course designed to give a business major practical work experience. The student will be supervised by a faculty member.

☐ Minimum Overall GPA must be at least 3.00.
☐ Student must meet the prerequisites for the Internship course.
☐ Student must obtain (1) an offer letter from the employer outlining the objectives and responsibilities of the student intern and (2) the Acknowledge of Understanding form signed by the employer.
☐ Student must schedule a meeting with the instructor assigned to the course. During the meeting, student must have the application form, resume, job offer letter, Acknowledge of Understanding form signed by the employer, and a copy of the degree plan.
☐ The Application to Enroll in an Internship must be approved by the instructor assigned to the course. Once signed by the faculty member, the student needs to also request approval from the corresponding Department Chair.
☐ If the application is approved by the Department Chair, then the student needs to take the form to the advisor in BUSN 104 along with a copy of the Offer Letter. The advisor will register the student for the Internship course.
☐ Student must pay tuition for the Internship course.

Internship Instructors:

<table>
<thead>
<tr>
<th>Department</th>
<th>Course</th>
<th>Instructor</th>
<th>Email</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting &amp; Information Systems</td>
<td>ACCT 4396</td>
<td>Dr. Gotti</td>
<td><a href="mailto:ggotti@utep.edu">ggotti@utep.edu</a></td>
<td>BUSN 260</td>
</tr>
<tr>
<td>Finance</td>
<td>CIS 4396</td>
<td>Dr. Gotti</td>
<td><a href="mailto:ggotti@utep.edu">ggotti@utep.edu</a></td>
<td>BUSN 260</td>
</tr>
<tr>
<td>Management</td>
<td>FIN 4396</td>
<td>Dr. Roth</td>
<td><a href="mailto:troth@utep.edu">troth@utep.edu</a></td>
<td>BUSN 236</td>
</tr>
<tr>
<td>Marketing</td>
<td>MGMT 4396</td>
<td>Mr. Diaz</td>
<td><a href="mailto:adiaz30@utep.edu">adiaz30@utep.edu</a></td>
<td>BUSN 231</td>
</tr>
<tr>
<td>Operations &amp; Supply Chain Mgmt.</td>
<td>MKT 4396</td>
<td>Ms. Grambling</td>
<td><a href="mailto:rgramb@utep.edu">rgramb@utep.edu</a></td>
<td>BUSN 223</td>
</tr>
<tr>
<td></td>
<td>OSCM 3390</td>
<td>Dr. Ablanedo</td>
<td><a href="mailto:jablanedonorosas2@utep.edu">jablanedonorosas2@utep.edu</a></td>
<td>BUSN 206</td>
</tr>
</tbody>
</table>

Departments:

<table>
<thead>
<tr>
<th>Department</th>
<th>Instructor</th>
<th>Phone</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting &amp; Information Systems</td>
<td>Dr. Gotti</td>
<td>(915) 747-5192</td>
<td>BUSN 260</td>
</tr>
<tr>
<td>Economics &amp; Finance Department</td>
<td>Dr. Roth</td>
<td>(915) 747-5245</td>
<td>BUSN 236</td>
</tr>
<tr>
<td>Marketing &amp; Management Department</td>
<td>Dr. Hadjimarcou</td>
<td>(915) 747-5185</td>
<td>BUSN 230</td>
</tr>
</tbody>
</table>
Employer Acknowledgement of Understanding

Name of Employer: ______________________________

Internship Position Title: ______________________________

Please provide a complete description of the learning objectives (job description):

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Please indicate the type evaluation that will be used in evaluating the intern’s performance.

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

The employing firm must assure that the business knowledge to be gained during the internship is equal to or greater than the knowledge gained in a traditional business classroom setting.

During the course of the internship the firm must provide a significant business work experience with adequate training and supervision of the work performed by the student intern.

At the conclusion of the internship, the employing firm must provide a letter describing the duties performed and the supervision of the student as well as an evaluation of the student’s performance.

__________________________  _______________________
Signature of the employer Date

__________________________
Firm Name
The following requirements are integral to the successful completion of the internship program for academic credit.

- During the internship the student must maintain a diary compromising a chronological list of all work experience gained in the internship. The student is responsible for maintaining this documentation.
- At the conclusion of the internship the student must write and submit a paper to the faculty member assigned to the course demonstrating knowledge gained in the internship.
  - The paper is to be prepared in a professional format and style, and address the following points:
    - Name of company sponsoring the internship and name of individual supervising the internship.
    - Detailed description of the duties performed and responsibilities given.
    - A discussion of how your business education at UTEP helped prepare you for the duties and responsibilities you were given.
    - A discussion of what you believe to be specific strengths and weaknesses in your education at UTEP relative to the knowledge you should have had to perform your assigned work.
    - Any recommendations you may have for improving the curriculum and/or the internship program.

I have read and understand the student requirements as presented above. Fulfilling these requirements permits the University of Texas at El Paso to grant academic credit.

I understand that if I do not complete the course by ________________ my grade will automatically become an “F” in accordance with U.T. El Paso policies as published in the Graduate/Undergraduate Catalog.

Student’s Signature ____________________________ Date ________________

Signature of Professor ___________________________ Date ________________

Approved by Chairman ___________________________ Date ________________