Internships provide you practical training and real world experience that will allow you to build upon your skills and knowledge you have gained in your Communication courses. It’s an opportunity to make professional connections, assure yourself that you are going into the right career and build your resume/portfolio. Internship for Credit is available to juniors and seniors that meet the guidelines.

You must meet the following guidelines to submit a Request for Internship Credit form.

Requirements:
Communication Major
*3.0 Departmental GPA
Classified as a Junior or Senior
Completion of appropriate major coursework (C or better).
In good standing with UTA.
Secure a faculty supervisor within your major.

*Academic credit:
3 hour credit (Major Code – 4395)
Fall/Spring – 10 -15 hours per week (150 internship work hours) Fall/Spring internships must run for 15 weeks. Request form is due January 24, 2018 for spring and August 31, 2018 for the fall.

Summer - 15-20 hours per week (165 internship work hours) Summer internships must run for 11 weeks. Request form is due June 12, 2018.

You may only earn 3 hours of internship credit once but you may request to earn 1 hour credit should you accept another internship position. (Major Code – 4195)

*Those with a GPA below a 3.0 may still submit a request form for review and will be considered on a case by case basis. If approved, 1 hour credit may be earned.
*Students may not receive credit for internships they have already completed.

Request for Internship Credit forms may be picked up in FA 118. You must include your Undergraduate Maverick Academic Progress Report (UMAP) and a letter from your internship supervisor, on company letterhead, stating you have been selected for the internship, your title, responsibilities, start date, and work hours.

You will receive an email once your application has been approved and instructions on how to register for the course. If you have any questions or problems, please contact:

The Department of Communication office at 817-272-2163.
Semester: _______________  Course Number & Section: _______________

Communication students must meet the following requirements to be eligible to submit an internship for credit request. Students with a departmental GPA of a 3.0 or higher may request 3 hours of internship credit (4395); those with a departmental GPA below a 3.0 or have already received 3 hours of internship credit may request 1 hour credit (2195).

**Requirements:**

Minimum departmental GPA of 3.0 based on minimum 12 hours in the department. Internship and faculty supervisor is within your major.

Classified as a Junior or Senior.

In good standing with UTA.

Completion of appropriate major coursework. (C or better)

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You must attach a copy of your Undergraduate Maverick Academic Progress Report (UMAP) and a letter from your internship supervisor, on company letterhead, stating you have been selected for the internship, your title, responsibilities, start date and work hours.

Name: ____________________________ MyMavID: ____________________________

Phone: ____________________________ Student Email: ____________________________

Major: ____________________________ Cumulative GPA: ____ Dept. GPA: ____ UTA Hrs.: ____

Location of internship:

Company name (Internship may not take place in a private residence.)

____________________________________________________

Address           City           State           Zip
Approximate hours of work per week: _______ Start Date: ___________ End Date: ___________

On-site supervisor: ____________________________

Name ____________________________ Phone ____________________________ Email ____________________________
Department of Communication  
Request for Internship Credit

Semester: ___________________  Course Number & Section: ___________________

Faculty supervisor: ____________________________________________________________

Name    Phone    Email

Activities required by faculty supervisor:

Requirements for evaluation:

I agree to serve as faculty supervisor for the duration of this internship.

Faculty Signature___________________________________________ Date: ______________

I certify that my answers are true and complete to the best of my knowledge.

Student Signature: ______________________________________ Date: __________________

NOTE: No credit will be given for previous experience or activities. Internships cannot be repeated for credit. This is a 3-hour pass/fail course subject to the same cost/deadlines as any other course. It is the student’s responsibility to follow-up on paper and to register for course prior to census day.

Please allow one week for your application to be reviewed and a decision to be made. You will be contacted via email. Should you have any questions or concerns please contact The Department of Communication Office at 817-272-2163.

OFFICE USE ONLY:  Date Received: ___________  Received By: ____________

Decision: APPROVED/DENIED

Chair Signature: ___________________________ Date: __________________

Notified Student: ___________________________ Date: __________________

Student enrolled as of: ____________________________

Comments: