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 forms are due August 29, 2019 (Fall) and
January 28, 2019 (Spring).

Summer - 15-20 hours per week (165 internship work hours) Summer internships
must run for 11 weeks. Request form is due May 28th, 2019 by 3 PM.

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 Degree Map 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.
Department of Communication - Request for Internship Credit
Deadline to Submit Request: January 24, 2018 for Spring - June 12, 2018 for Summer

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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*must have 2 of 5

You must attach a copy of your Degree Plan 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:
1. Click on the “Student Center”.

2. Click on the dropdown at the top-left of the Student Center to pull up a small menu.

3. Then click on “Academic Requirement” from the menu and then click on the “>>” next to the dropdown menu.

4. On the new page that loads, click on “View Report as PDF”.

[Image of MyMav interface with highlighted sections and steps]