

UNIVERSITY of HOUSTON I BAUER ROCKWELL CAREER CENTER

SPRING 2012

FINANCE GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT

In order to apply for academic credit, students must submit an internship credit form (with approval signatures from both Sara Ahmed and student's Academic Advisor), an employment agreement form, a copy of the job posting or descriptive offer letter and a copy of the student's resume. **Please read this document carefully as it provides general guidelines and requirements for obtaining internship academic credit.**

Key Facts of the Course

- Enrollment in the internship course will be conducted by the Director of Registration after approved by faculty and the Dean's office (Enrollment is not done through PeopleSoft)
- The internship must be related to your declared major and be approved by Sara Ahmed
- The internship must have start and end dates, along with concrete professional development objectives
- GENB 4396 carries three hours of upper level academic credit and does not affect your GPA (S/U)
- Internships must include 10+ hours worked per week
- 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 **April 23rd, 2012**

Course Prerequisites

- Finance and Accounting 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
- Complete FINA 3332, ACCT 2331, ACCT 2332

Internship Academic Credit Request Approval Process

A hardcopy of the following items **MUST** be submitted to the Rockwell Career Center by **Wednesday, January 4th, 2012 at 5:00PM** in order for your internship academic credit request to be processed:

INTERNSHIP CREDIT FORM	<ul style="list-style-type: none">• Get Sara Ahmed's approval signature on this form (instead of Faculty Advisor). Attach a copy of job posting or detailed offer letter first)• Meet with Academic Advisor and fill out the relevant section• Submit documents to Sara Ahmed, Experiential Education Manager
EMPLOYMENT AGREEMENT FORM & DOL FACT SHEET	<ul style="list-style-type: none">• Meet with internship employer and complete this form together• Submit documents to Sara Ahmed, Experiential Education Manager
JOB POSTING/DESCRIPTION	<ul style="list-style-type: none">• Submit the job posting/description for your Spring 2012 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 weeks 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 [Sara Ahmed](#), Experiential Education Mgr., requesting to be re-enrolled. Students will not be re-enrolled automatically. Also, if you are dropped a second time you cannot be re-enrolled and will be ineligible for internship academic credit for the Spring 2012 semester.

Term Paper

Once approved and enrolled in GENB 4396, students are responsible for submitting a term paper to the Internship Faculty Advisor by **April 23rd, 2012**. The term paper must be submitted directly to the Internship Faculty Advisor or be placed in his mailbox located outside of his office; email submissions will not be accepted. Following are term paper guidelines set by the Internship Faculty Advisor:

The analytical term paper may vary in length, but is expected to be between 12 to 20 pages, double spaced, not including examples of your work attached. The term paper should discuss and analyze in detail several of the learning opportunities you had while completing the internship. It is recommended that you select a couple of topics/assignments and discuss/research in detail. Students must be able to articulate through financial analysis the knowledge gained from the internship. The term paper should discuss both the positive and negatives of the learning experience as well as demonstrate your knowledge through additional research; samples of work should be attached to the written document.

In conjunction to submitting a term paper, students must attach a sealed, confidential letter of review from the internship supervisor. The letter of review must document the projects/responsibilities conducted throughout the internship, and include the name and phone number of the internship supervisor.

Bauer Career Gateway Requirements

Complete the following three items through [Bauer Career Gateway](#) by **Monday, April 30th, 2012**.

INTERNSHIP INSIGHTS	The information submitted on this evaluation is used by the Rockwell Career Center for statistical purposes. If consent is given by student, the information is placed on the Internship Insights website to provide fellow Bauer students a useful resource when searching for internships.
INTERN SELF AND PROGRAM EVALUATION	The information submitted on this evaluation is used by the Rockwell Career Center for statistical purposes only.
EMPLOYER EVALUATION	The internship supervisor must complete this evaluation through Bauer Career Gateway for employers .

Contact Information

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

Sara Ahmed | Experiential Education Manager
Rockwell Career Center | 233 Cemo Hall
sjahmed@bauer.uh.edu | (832) 842-6125

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

Charles Guez | Internship Faculty Advisor
Department of Finance | 210J Melcher Hall
cguetz@uh.edu | (713) 743-4757



Step-by-Step Process for FINANCE Internship Academic Credit

1. Secure an offer for an internship with an employer. For help on how to do this, please visit with a [Career Counselor](#) or login to [Bauer Career Gateway](#) to see available internships. (Please note that in order to receive academic credit for an internship, the internship must be relevant to a student's declared major as well as approved by the Internship Faculty Advisor).
2. Once you have an internship offer, take the offer letter (detailing what your job responsibilities will be) or descriptive job posting (from employer) along with a copy of your resume and the Internship Credit Form (located [online](#)) to [Sara Ahmed](#), Experiential Education Manager for RCC, for approval.
3. After Sara Ahmed has approved/signed the Internship Credit Form (in lieu of the Faculty Advisor), take the form (and attached documents) to your Academic Advisor to decide where (if approved and successfully completed) this internship course (and three credit hours) will fit in your degree plan.
4. Meet with your employer/supervisor to fill out the Employer Agreement Form and provide them with a copy of the Department of Labor Fact Sheet (also found [online](#)).
5. Submit all paperwork (originals only, please) to the Rockwell Career Center's Experiential Education Manager ([Sara Ahmed](#)) before the **January 4th, 2012** deadline. If completed paperwork is submitted by the deadline, you will be notified via email within 2 weeks if you are approved for academic credit for an internship credit.
6. If internship is approved for academic credit, you will have to make an appointment with [Sara Ahmed](#) to receive your welcome packet and discuss expectations and guidelines.
7. Once you have been enrolled for the GENB 4396 course, start your internship and work to successfully complete at least 10 hours of work experience every week. Contact Sara Ahmed in case of any questions or problems that may come up during the semester. Do not quit or alter your internship without first contacting Sara Ahmed.
8. Submit a term paper and confidential letter of review from your internship employer by **April 23rd, 2012** to Dr. Charles Guez's mailbox (210J Melcher Hall). Details for these documents can be found in the [Guidelines](#).
9. Complete 2 required surveys in [Bauer Career Gateway](#) (Internship Insights and Intern Self and Program Evaluation) by the **April 30th, 2012** deadline.
10. Make sure employer completes the Employer Evaluation (in Gateway) by the **April 30th, 2012** deadline.