OBTAINING ACADEMIC CREDIT FOR YOUR INTERNSHIP

Dear VCOBE STUDENT: Congratulations on obtaining an internship!

At the Robert C. Vackar College of Business and Entrepreneurship (VCoBE), we are very proud of you and commend you on your efforts to incorporate an internship as part of your college experience. We would like for you to strongly consider enrolling in the business internship course that aligns with the functions and duties defined by your internship. Even though our business students are not required to take an internship course before they graduate, the benefits of obtaining an internship *AND* taking the course for academic credit are multiple!

The National Association of Colleges & Employers (NACE) Internship & Co-op Survey in 2018 reported that more than 40% of the total expected number of new hires are expected to come from a company's internship program.

Employers are expected to increase the hiring of interns by 1.7%.

It was also reported from NACE's Student Survey that approximately 60% of college graduates who completed a paid internship received at least one job offer.

https://www.naceweb.org

Benefits of Obtaining Academic Credit for Your Internship

- **Upper level elective**

By taking the internship class simultaneously while you work as an intern, you can be completing one of your upper level electives. Make sure to confirm with a VCoBE Program Coordinator that it will apply to your degree plan.

- **Internship is recorded in official transcript**

This is a great way to let recruiters and employers know that you have "real world" experience.

- **Professional development**

Doing an internship for academic credit will allow you to reflect on your experiences and further develop your critical thinking skills.

- **Receive a cord when you graduate**

Only students with a major or minor in business who obtain an internship and take the course for academic credit will be given an internship cord for graduation.

Steps to Obtain Academic Credit for Your Internship (At VCOBE)

1. You cannot enroll in an internship course unless you have applied for and obtained an internship first.

2. To register for the internship course, you must apply for and meet the requirements for Admission into VCoBE. The application and requirements can be found at the following weblink:

   https://www.utrgv.edu/cobe/undergraduate/apply-for-admission/index.htm

   If you are following a Business Minor, please email Business.Advising@utrgv.edu for registration assistance.

3. Once you have obtained the internship, you will need to enroll in the internship class that best aligns with the functions that you will be performing as an intern. There will be an automatic hold on this process until the instructor of the internship course approves for you to enroll.

   Example: If your work duties as an intern include marketing functions, you would need to enroll in the internship class for marketing. Exception: The School of accountancy has 2 internship courses: Accounting Internship and Managerial Accounting Internship. If you are doing an internship related to accounting, please see attached description to determine which one fits your internship best*.

4. Email the instructor of record for the class requesting to be allowed to enroll. Send him/her the letter of offer and job description from your employer.

5. The professor will review the functions and verify that they align with the intended outcomes for the course.

6. Once the professor has reviewed the course and determined that you qualify to enroll, he/she will approve you to enroll in the class. Make sure that you forward the written approval from the professor to Business.Advising@utrgv.edu so that your student record can be updated and you can register for the internship course.

* If you are in the MBA Program please follow-up with Dr. Akindayomi for your internship approval.

Internship Courses Offered at VCOBE:

DISCIPLINE	COURSE NUMBER	INSTRUCTOR OF RECORD	INSTRUCTOR'S EMAIL
Management	MGMT 3300	Dr. Jorge Gonzalez	jorge.gonzalez@utrgv.edu
Marketing	MARK 4380	Dr. Michael Minor	michael.minor@utrgv.edu
Information Systems	INFS 3300	Dr. Jerald Hughes	j.hughes@utrgv.edu
Accounting* (See Appendix A)	ACCT 4345 ACCT 4346	Ms. Lauran Schmid	lauran.schmid@utrgv.edu
Finance and Economics	ECON 3300	Dr. Andre Mollick	andre.mollick@utrgv.edu
Entrepreneurship & Intl. Business	INTB 4351	Dr. Russell Adams	russell.adams@utrgv.edu
Materials Management	MTML 4351	Dr. Tom Coyle	e.coyle@utrgv.edu
Hospitality	HOST 3300	Dr. Arjun Singh	arjun.singh@utrgv.edu
MBA	MBA 6300	Dr. Akinloye Akindayomi	akinloye.akindayomi@utrgv.edu

Frequently Asked Questions

- **Where can I go to find an internship?**

  Handshake, specific companies' websites, UTRGV Career and Internship Expos, student organizations, VCoBE information sessions, and other online career portals such as Indeed.com, LinkedIn, or Monster.com.

- **Where can I find help to build or improve my resume/interview skills?**

  You can make an appointment with our VCOBE internship advisors at cobe.internships@utrgv.edu or visit https://www.utrgv.edu/careercenter/ to make an appointment with the Career Center advisors. It is highly recommended that you also make an appointment at Career Center to participate in mock interviews to polish your interviewing skills.

- **Is it required that I obtain the internship through Handshake in order for me to enroll in the course?**

  We recommend Handshake as our university's tool to look for internships and other career-related information. However, you can find internships through specific companies' websites and other online career portals. As long as the internship's functions align with the course, how you got your internship makes no difference.

- **Do I have to enroll in the internship course while I am working as an intern?**

  Yes. The course and internship have to be completed simultaneously.

- **Are the internship courses taught face-to-face or online?**

  The internship courses are taught online. Student taking these courses are required to turn in journals and reflection essays based on the learning outcomes from their internship. Also, the instructor will request a performance evaluation to the intern's supervisor.

- **Do I have to obtain an internship that aligns with my major or can I explore other options?**

  It is best that your internship is related to your major because it will provide work experience and skills in the industry where you are planning to work when you graduate. However, you would still receive credit for an internship class outside your major, and it will count as an elective in your degree plan.

  If you choose to do an internship based on a different discipline, then the internship course where you enroll will have to align with your duties and functions as an intern (for example, if you are performing management duties as an intern, then you should enroll in the Internship Management course even if your major is not management).

- **What if I chose to do an internship that does not correspond to my major?**

  You need to enroll in the internship course that best aligns with the job functions of your internship regardless of the internship being outside your major. All internship classes at VCOBE count as an upper level elective for your degree plan.

- **Is it okay to do an uncompensated internship?**

  It is possible to work as an intern without compensation, but we strongly recommend that you seek a compensated internship.

- **Does the internship have to be compensated for me to enroll in the course?**

  Internships can be compensated or unpaid. However, at the Vackar College of Business & Entrepreneurship, we strongly encourage you to seek a compensated internship. To enroll on the internship class, compensation makes no difference.

- **Can I do an internship on campus?**

  Yes. And even work-study, direct wage hires, assistantships, and students enrolled in the SEI program can turn their jobs into internships, as long as their functions are meaningful with specific learning outcomes that allow business professional development.

- **Can I turn a regular part time job into an internship so I can enroll in the class?**

  Yes, as long as:

  a) You are performing a different function than you have previously done for your employer, which allows for your professional development,
  b) You're working for a different supervisor, and/or
  c) You complete a specific project for your employer that is beyond the scope of what you were hired to do originally.

  Your instructor will determine if your new functions align with the intended outcomes before you're approved to enroll in the course.

- **Can I obtain an internship if I am an international business student?**

  Yes, as long as you have checked with the International Admissions and Student Services Office at UTRGV to verify and comply with visa requirements. Normally international students are required to enroll in the internship course before they are granted the visa necessary to work off-campus. Visit https://www.utrgv.edu/iass/index.htm for more information.

- **Can I do an internship as a Master's level business student?**

  Yes, your MBA director can guide you to the right course to take for academic credit.

- **How many credits do I receive for this course?**

  Three (3) academic credit hours

For more information, please email us at cobe.internships@utrgv.edu

Best of luck on your internship!

UTRGV
The University of Texas Rio Grande Valley
UTRGV.edu

Internships Office

Robert C. Vackar College of Business & Entrepreneurship

cobe.internships@UTRGV.edu

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APPENDIX A

*ACCOUNTING INTERNSHIPS AT VCOBE

ACCT 4346 -Managerial Accounting Internship is an upper-level accounting elective.

It is accepted as an upper-level accounting elective for your accounting degree at UTRGV, but is NOT accepted by the Texas State Board of Public Accountancy as 3 of the 30 hours of upper-level accounting required to sit for the CPA exam. Basically, you must have **already passed 6 hours of upper-level accounting to be eligible** to take the course. You must **obtain the accounting internship on your own**. It must **last a minimum of 240 hours** and the **internship must overlap, at least in part, the semester in which you are registered.** You **must do bona fide accounting under the supervision of an experienced accounting professional** and you **must keep a daily journal of your activities** and **submit it at the end of the internship**. You **must write a 3-5 page term paper, too, articulating what you have learned during your internship**. Both documents must be submitted to me via email before I can issue a grade for the course. **The course is graded on a Pass/Fail basis**.

ACCT 4345 – Accounting Internship is a 3-hour, upper-level accounting elective.

It is accepted as an accounting elective for your accounting degree at UTRGV and it is accepted by the Texas State Board of Public Accountancy as 3 of the 30 hours of upper-level accounting required to sit for the CPA exam. There are no tests, no textbooks, no formal class meetings. Basically, you must have **already passed at least 12 hours of upper-level accounting** to be eligible to take the course. You must **obtain the accounting internship on your own** and you must **obtain the instructor's permission** before you may register for the course by notifying me about the internship you have obtained so that I can be sure it meets the minimum requirements for the course. The internship must **last a minimum of 320 hours** (e.g. 40 hrs per week X 8 weeks = 320 hrs; 20 hrs per week X 16 weeks = 320 hrs; or any combination thereof that totals at least 320 hours) and the **internship may overlap, at least in part, an adjacent semester to the semester in which you are registered.** (That is, if you are not able to complete the minimum 320 hours in the semester in which you are enrolled in the course, you may include hours immediately before or after the semester in which you are enrolled.) You **must do bona fide accounting under the supervision of a CPA** and you **must keep a daily journal of your activities** and **submit it at the end of the internship**. You **must write a 3-5 page term paper, too**. Both documents must be submitted to me via email before I can issue a grade for the course. **The course is graded on a Pass/Fail basis**.

Best regards,

Penny Simpson
11/1/2018