

The COBA UPC proposes that the college enact a set of minimum guidelines for internship and co-op jobs. Like most COBA standards, departments would be required to at least meet these guidelines but would be free to set more stringent requirements if they so desired. Please note that many of these guidelines are rules set by the University and cannot be altered. Rules set specifically by COBA should be given exception only under unusual circumstances and then only with approval of the department chair. Exceptions must be documented with the co-op office.

College of Business Administration Internship Guidelines

1. Students applying for an internship/co-op job must have at least the COBA minimum entry/exit GPA (currently 2.5, moving to 2.7 in Fall 2005)
2. The student must have completed at least 12 hours of COBA upper division coursework at UNT.
3. The internship must be paid.
4. The job in question will typically be a new job for the student and must be demonstrated to have relevance for her/his major. Current employment will be considered only if the student is taking on a new job role that can be demonstrated to have relevance for her/his professional field.
5. An internship is not simply a credit for work program. The student must prepare a statement of objectives, signed by the employer, related to what they will learn from their employment. Students and employers will be required to provide occasional written documentation of progress towards these objectives and a final report upon completion of the internship/co-op job.
6. Credit will not be given retroactively for past work.
7. The job must be based out of a stand-alone business place. It cannot be in someone's home even though that may be a legitimate business.
8. Employers must be willing to allow a site visit by representatives of the co-op office. If at any time the co-op office determines that the student is not in a safe environment or that the internship is not appropriate, the internship will be terminated.
9. The student's direct supervisor cannot be a family member. Internships involving companies owned or operated by the intern's family will be closely scrutinized by the supervising faculty and the Co-op and Internship Office on an individual basis, and are generally discouraged.
10. Internships must be employment opportunities, not business opportunities. Jobs where the student must purchase material and/or create their own venture are prohibited.

All students are required to start the internship/co-op job process with an application in the co-op office. Students can either try to find their internship through the co-op office or bring information about a possible internship opportunity to the co-op office. The co-op office will determine if the job meets the requirements. If it does, the student will be given a form to bring back to the department. Students will be allowed to sign up for internship credit only after presenting this form to the department and getting final approval from the department.