

FIREL Department Internships

Course Credit Procedures

Students must meet minimum eligibility requirements to enroll in an internship course. These requirements are as follows:

UNDERGRADUATES	GRADUATES
<ul style="list-style-type: none"> • 2.7 minimum cumulative UNT GPA • Completed 12 hours of College of Business upper division course work (3XXX-4XXX courses) • Have a declared major in FIREL Dept. • Be employed in a paid internship 	<ul style="list-style-type: none"> • 3.0 minimum cumulative UNT GPA. • Have a declared major in FIREL Dept. (No GNDE or certificate programs.) • Be employed in a paid internship.

APPROVAL PROCESS

Please follow the instructions outlined below for receiving academic credit for your internship.

- 1) Complete the **Internship Application Form** found at <http://www.cob.unt.edu/students/employment/FIRELInternshipApplicationForm.pdf>
Submit this form to BLB 212, or email to Michelle Bennett, Michelle.Bennett@unt.edu.

- 2) Your application will be reviewed to determine whether you meet the minimum eligibility requirements. You will be notified by e-mail of the result.
 - a. If you do not meet the minimum requirements, you will be notified that your application is denied and you cannot enroll in an internship course.
 - b. If you meet the minimum requirements, take the following steps:
 - i. Submit the following documents to the FIREL Department in BLB 212 or e-mail to michelle.bennett@unt.edu
 1. Written job description provided by the employer (preferably on company letterhead).
 2. A typewritten personal statement describing how you will benefit significantly from the internship experience through the acquisition of experience beyond the classroom (and how the internship specifically relates to your major).
 3. Foreign national students on visa must also submit curricular practical training paperwork. Visit <http://international.unt.edu/faq#f1-cpt> for more information and to download forms.

- 3) Your application and supporting documents will be routed to the faculty internship supervisor in your major field for review. The faculty supervisor may request additional information or documentation. You will be notified by e-mail of approval or disapproval.

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REGISTERING FOR CLASS/REQUIRED REPORTING

- 1) If your internship is approved, you will receive specific instructions in your approval e-mail on registering for class and a course information packet.
- 2) Go to the Career Center website Internships information page:
<http://internships.unt.edu/courses> and select your internship course number.
- 3) Verify that you and your internship meet the [College of Business Guidelines](#) (**undergraduates only**);
- 4) Log into your Eagle Network account (through your [MyUNT](#)) and select the **Report an Internship Hire** link found on the left side of your homepage. Fill in all required information about your internship!
- 5) After completing the Report an Internship Hire and it is determined that you, and the position, meet the College of Business minimum requirements for academic credit, you will receive an email titled: **Request for Internship Credit: Approval Required**. Initial/Approve/Submit this email.
- 6) Throughout the semester, you are expected to submit the following reports to the Internship Office. You will be notified by e-mail to your preferred email address as listed in your Eagle Network account. These notifications will include a *user-specific* link for the following reports:
 - a. Learning objectives agreement (beginning of term)
 - b. Student evaluation (2 weeks before finals)
- 7) Your employer will have the opportunity to evaluate your performance. S/He will be sent notifications by e-mail to the address provided in your internship record. These notifications will include a *user-specific* link for the following reports:
 - a. Mid-semester employer evaluation
 - b. Final employer evaluation

FOR QUESTIONS, PLEASE CONTACT:

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Internship Coordinator
UNT Career Center, BLB 262
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