

## Internship Course Packet MGMT 4800 | 5800

### Faculty Contact

Professor Kuykendall

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### Intern Coordinator

Brian Hirsch, Ed.D.

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### Course Requirements:

Work Hours Required:	240
Midterm Evaluation:	No
Timesheets:	No
Weekly Summary:	Yes
Report Length:	3-5 pages double spaced
Report Information:	Upload completed report to Blackboard
Special Instructions:	All paperwork is turned in via Eagle Network or Blackboard

# UNT MGMT 4800/5800 COURSE REQUIREMENTS

## Prior to Registration/During Registration period:

1. Go to **Career Center** (BLB 262):

If you already have an internship lined up:

- Complete online registration with the UNT Eagle Network <http://studentaffairs.unt.edu/eagle-network>
- Internship Coordinator will verify that you are eligible to participate in an internship:
  - You have completed at least 12 hours of upper level (3000 or above) coursework in the college
  - You have at least a 2.7 GPA
  - The job is paid
  - There is a job description matching your major
  - You have identified your work supervisor
  - You will work at least 240 hours during the semester you will be requesting credit

If you do not have an internship:

- Meet with the Intern Coordinator (BLB 262) to discuss resources for job searches and the process for requesting a for-credit internship

2. After you have secured an internship and your eligibility is verified:

-You will receive a message from Eagle Network to “approve” your job (you are simply agreeing to everything with an electronic signature and by clicking on the approve button)

-Make an appointment with Professor Kuykendall to discuss your internship (940-565- 4710 or [AprilK@unt.edu](mailto:AprilK@unt.edu))

-You will receive an email informing you that you may register for the class – you will not be able to register prior to receiving this

3. **Register and pay** for the course through the usual registration process.

## During the semester:

4. Obtain a copy of the current course syllabus
5. Complete the **Learning Objectives** in Eagle Network
  - You will receive an email providing a link to complete this information
  - Please consult with your supervisor and the instructor of record to insure that they are both aware and involved in the learning objectives
6. Over the weekend or by 5 p.m. each Monday, submit a summary of your major responsibilities for the week and the hours that you worked:

Example:

<b>Name:</b>
<b>Company</b>

Summary of Hours for week of: mm/dd/yy	TOTAL Hours for Week
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	
<b>Submit a paragraph summarizing activities for the week and what you learned:</b>	

7. Complete and submit formal evaluations when they are sent out via Eagle Network
8. Supervisor completes the online **Mid-term Employer Evaluation**.  
Supervisor will receive a prompt with a link from Eagle Network
9. Complete the online **Student Evaluation**.  
Student will receive a prompt with a link from Eagle Network
10. Have your supervisor complete the online **Employer Evaluation**.  
Supervisor will receive a prompt with a link from Eagle Network
11. Complete a 3-5 page (double spaced) **Final Report** about your internship
  - Submit Report Via Blackboard
 (See "Evaluations & Report Deadlines" sheet for specific date)

Suggested topics for report:

- Describe the company and its history
- Describe your internship (duties, tasks, responsibilities)
- Explain what you learned from this experience
- Describe how your internship relates to your major
- Describe how the internship may affect your future career
- Describe how your internship has helped you academically (in the classroom)
- Discuss how well you were able to accomplish your Learning Objectives
- Discuss how well you were prepared academically for this position
- Discuss any special training or seminars provided by the employer

# UNT INTERNSHIPS & COOPERATIVE EDUCATION (CO-OP) GENERAL INFORMATION

The UNT Internships/Co-op Course Packet is provided to all students who seek credit for their internships. While our department does not award academic credit, we do assist faculty supervisors by maintaining the paperwork for those work experiences.

Each academic department has specific requirements for those students desiring internship credit. **It is your responsibility to obtain this information.**

**Unless otherwise instructed, internship or co-op positions should span:**

- 15 weeks/200-240 hours during the Fall/Spring Semesters
- 10 weeks/200-240 hours during the 10 week Summer Session

## STUDENT & EMPLOYER EVALUATIONS

**Employer and student evaluations are submitted online.**

The **Mid-semester Employer Evaluation, Student Evaluation** and **Employer Evaluation** must be completed by the deadline stated in "Evaluation & Reports Deadlines" (two weeks before finals).

**You will be emailed the links to the evaluations prior to the due dates. Please make sure we have your preferred email in the UNT Eagle Network ([www.internships.unt.edu](http://www.internships.unt.edu)).**

**It is up to you to forward the appropriate links to your supervisor.**

## FINAL REPORT

In almost all cases, **a final report is due 2 weeks prior to the end of the semester** unless otherwise instructed; **please upload your report to Blackboard**

### IMPORTANT:

**Failure to complete your evaluations and/or your final report may result in an "I" or an "F" for the course.**

Feel free to contact to the Career Center @BLB (940.369-7238 or [brian.hirsch@unt.edu](mailto:brian.hirsch@unt.edu)) if you have any questions or concerns.

## ON-SITE VISIT

As time permits, it is possible that your internship/co-op coordinator may conduct an on-site evaluation visit. We will schedule a day and time with your supervisor and (if at all possible) you. The primary purpose of this visit is to discuss the employer's overall satisfaction with your performance and progress. Additionally, we visit in order to maintain and improve the working relationship between UNT and the employer.

College of Business Internship Policies:

NOTE: The College of Business has specific requirements/policies for receiving credit.

**YOU MUST MEET THE FOLLOWING TO ENROLL IN INTERNSHIP COURSE:**

- Minimum 2.7 overall UNT GPA
- Completed 12 hours of COB upper division courses at UNT

- Must have declared a major
- Employed in a PAID Internship
- Duties are directly related to major
- Past work will not qualify for credit
- Working in new position or position with significantly new responsibilities (letter from supervisor will be required in not new position)
- May not work in private residence
- Direct supervisor is NOT a family member
- Internship does not require a financial investment or creation of own business venture