

# UNIVERSITY of HOUSTON

## ROCKWELL CAREER CENTER

Spring 2021

### MANAGEMENT GUIDELINES FOR INTERNSHIP ACADEMIC CREDIT

In order to receive academic credit, students must submit an internship credit form (with approval signatures from the Management Internship Faculty Advisor, the student's Academic Advisor, and RCC Career Counselor). **Please read this document carefully as it provides general guidelines for submitting an internship academic credit request and provides information on end of semester requirements for MANA 4396.**

#### Key Facts of the Course

- Enrollment in the internship course will be conducted by the Rockwell Career Center after approval by faculty and the academic advising office. Enrollment is not done by the student through PeopleSoft
- The internship must be related to your declared major and be approved by the Internship Faculty Advisor
- The internship must have start and end dates, along with concrete professional development objectives
- MANA 4396 carries three hours of upper level academic credit and does not affect your GPA (S/U)
- **Effective Fall 2020, MANA 4396 will NOT count for the Applied Leadership Track in Management.**
- Internships must include 8+ hours of professional duties 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 **Monday, April 26, 2021 at 5:00 PM**

#### Course Prerequisites

- Management majors only, with junior or senior standing; you must have a degree plan filed
- Students must have a 2.5 GPA at the time of course enrollment request
- Complete MANA 3335

#### **Internship Academic Credit Request Approval Process**

The following items **MUST** be submitted to the Rockwell Career Center by **Friday, January 15, 2021 at 5:00 PM** in order for your internship academic credit request to be processed:

<b>INTERNSHIP CREDIT WEBFORM</b>	Meet with internship employer and fill out the job duties section and have a job posting or offer letter with job description ready to upload to the website: <a href="https://www.bauer.uh.edu/InternshipAcademicCredit/">https://www.bauer.uh.edu/InternshipAcademicCredit/</a>  Your academic advisor will review your submission and coordinate with the Rockwell Career Center. You should receive a response in approximately 3 business days. If this request requires immediate attention, please contact Troy Hopkins at <a href="mailto:tdhopkins@uh.edu">tdhopkins@uh.edu</a>
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Please note: We cannot process your request until the webform has been properly filled out and submitted, with the required attachment. Any documents filled out incorrectly will not be processed and the student is responsible for correcting or resubmitting a new document. Thereafter, allow at least two to three days 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 the Rockwell Career Center at [hirebauer@uh.edu](mailto:hirebauer@uh.edu), requesting to be re-enrolled. Students will not be re-enrolled automatically. Also, if you are dropped a 2<sup>nd</sup> time you cannot be re-enrolled and will be ineligible for internship academic credit for the semester.

## **Term Paper**

Once approved and enrolled in MANA 4396 students are responsible for submitting a term paper through **Blackboard by Monday, April 26, 2021 at 5:00 PM**. Following are term paper requirements:

The term paper should discuss and analyze in detail 2 or 3 of the learning opportunities you had while completing the internship. It is recommended that you select a couple of topics/assignments and discuss/research them in detail. You must be able to articulate clearly the knowledge gained from the internship. This is NOT a journal of your experiences, this is an opportunity to explore in detail specific aspects of your experience and to apply prior knowledge and knowledge gained through research to the experience. The term paper should discuss both the positive and negatives of the learning experience and demonstrate your knowledge through additional research.

### **Term Paper Specifications:**

1. The paper should be between 6 and 8 pages, double-spaced, 12pt font.
2. All research sources should be cited using APA or MLA for internal citations and the reference pages. You must have at least 8 unique references and a dictionary does not count as a source.
3. Correct grammar and spelling are expected. Proofread your paper before submitting.
4. The paper should have an identifiable organization and structure.
5. Do not use identifiable names unless given permission by the company and do not reveal proprietary information.

If you need help with grammar, formatting or structuring your paper, the Writing Center offers free consultation services for students: [writingcenter.uh.edu](http://writingcenter.uh.edu)

## **Contact Information**

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

Rockwell Career Center - 2nd floor Cemo Hall

[hirebauer@uh.edu](mailto:hirebauer@uh.edu) (832) 842-6120

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

**Dr. Barbara Carlin** - Internship Faculty Advisor  
**Department of Management** - 315A Melcher Hall  
[bcarlin@uh.edu](mailto:bcarlin@uh.edu) - (713) 743-4661