

Spring 2024

GUIDELINES FOR BUSINESS INTERNSHIP ACADEMIC CREDIT

In order to receive academic credit, students must submit an internship credit form (with approval signature from the student's Academic Advisor and 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 BUSI 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
- Business majors can **only** get credit for an "Advanced Business Elective" and not a "Major Elective"
- The internship must have start and end dates, along with concrete professional development objectives
- BUSI 4396 carries three hours of upper level academic credit and does not affect your GPA (S/U)
- Internships must include 10+ hours worked 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 **Thursday, April 25, 2024 at 5:00 PM**

Course Prerequisites

- Business majors only, Business minors are not eligible.
- Approval of Rockwell Career Center (see process below).
- Accounting PPA, IAP and Oil & Gas track students should speak with an Accounting Academic Advisor before applying for BUSI 4396 course credit as the requirements for Credit are DIFFERENT.

The Internship for Credit Web form must be submitted by January 18, 2024 to ensure that you will be registered in the course by the last day to add a class.

INTERNSHIP CREDIT WEBFORM	<p>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: https://www.bauer.uh.edu/InternshipAcademicCredit/</p> <p>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 Zach Wortzel at zwortzel@bauer.uh.edu.</p>
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Please note: We cannot process your request until the webform has been properly filled out and submitted with the required attachments. 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 email the Rockwell Career Center requesting to be re-enrolled. Students will not be-enrolled automatically if they are dropped for non-payment.

Term Paper

Once enrolled in BUSI 4396, students are responsible for submitting a term paper to the Internship Faculty Advisor by Thursday, April 25, 2024 at 5:00 PM. The term paper must be submitted under Assignments on the course Canvas page.

Term Paper Requirements

The analytical term paper may vary in length, but is expected to be between 6-8 pages, double spaced. The term paper should discuss and analyze in detail several of the learning opportunities you had while completing the internship. It is recommended that you select a couple of topics/assignments and discuss/research in detail. Students must be able to articulate through business analysis the knowledge gained from the internship. The term paper should discuss both the positive and negatives of the learning experience as well as demonstrate your knowledge through additional research.

Failure to submit the Term Paper by **Thursday, April 25, 2024 at 5:00 PM** will result in a “U” for the course.

Contact Information

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

RCC Career Counselors for your major

Rockwell Career Center - 2nd floor Cemo Hall

hirebauer@bauer.uh.edu (832) 842-6120

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

Zach Wortzel - Internship Faculty Advisor Rockwell

Career Center 2nd floor Cemo Hall

zwortzel@bauer.uh.edu