UNT | G. BRINT RYAN
COLLEGE OF BUSINESS
The Wilson Jones Career Center

UNT | G. BRINT RYAN
COLLEGE OF BUSINESS
Department of Information
Technology & Decision Sciences

Internship for Credit Process
Business Analytics – Undergraduate

Internships are recommended for Business Analytics majors. Submit your experience request for course credit **as soon as you accept an offer** to allow ample time to process your request! Request course credit *prior to* the semester you want to enroll.

Only (1) internship may count for credit. You may complete other internships not for credit. You must be working during the same semester of enrollment in the Internship course.

Ryan College of Business and ITDS Department Internship Policies:
The Ryan College of Business and the Information Technology and Decision Sciences department have specific requirements/policies for receiving credit as listed below.

Student and Internship must meet the following requirements to be eligible for internship course credit:
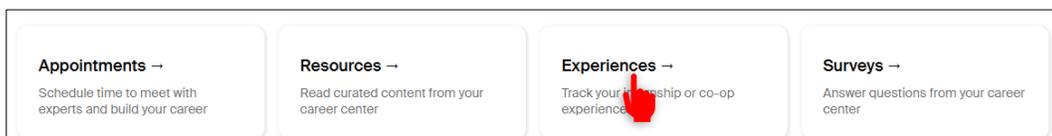- Students must have a declared **major** in Business Analytics, **not** a minor
- Students must complete 6 hours of professional level coursework prior to enrolling in the internship course
- Students must complete pre-requisite courses prior to enrolling in the internship course:
  - *Business Analytics majors – DSCI 3710 or DSCI 3870*
- **IMPORTANT: Students must be in good academic standing with a minimum 2.7 cumulative GPA**
- Must have completed all DSCI courses with a grade of "C" or better
- Must not have any grades of a "D" or "F" in their business courses
- Job duties must be directly related to the student's major
- Job must be paid (hourly or salaried)
- Job must be supervised
- Supervisor cannot be a family member
- Job must provide a minimum of 240 total work hours
- Student must be working in the internship during the semester enrolled – past work will not qualify for credit
- Student must be enrolled in other courses along with the internship course in the spring and fall semesters
- Start date of internship must align with start of semester you will be enrolled
- Internships must be a three-credit hour graded course to replace an **elective** in the DSCI program
  - International students may enroll in a one-credit course P/NP to continue with their internship if desired
- Continuing work at the same employer will need to include new responsibilities or may include a special project that adds up to the minimum number of work hours. (Verification from employer will be required.)
- Internship must not require a financial commitment or creation of the student's own business venture
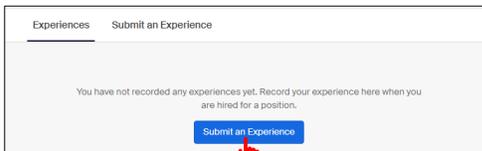
Before You Begin
Login to your Handshake account and go to your profile. Make sure that the **Education** section includes **G. Brint Ryan College of Business** and that your **major** is up to date so that you can access the appropriate experience template.
PLEASE NOTE that you MUST select G. Brint Ryan College Of Business, NOT College of Business, in order to access your experience template.

To submit the request for course credit (Experience)
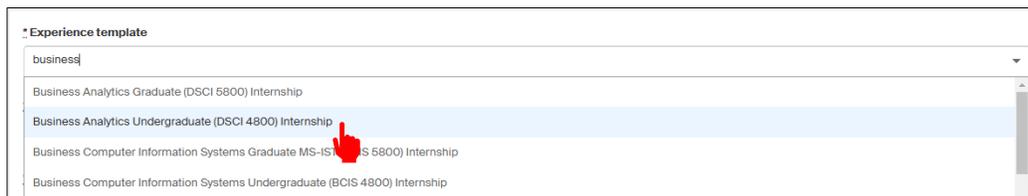Login to your Handshake account, go to the **Career Center** tab at the left margin, then select **Experiences**.

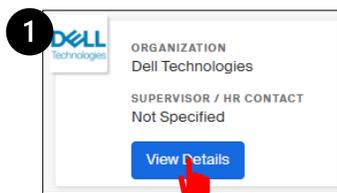| Appointments →	Resources →	Experiences →	Surveys →
Schedule time to meet with experts and build your career	Read curated content from your career center	Track your internship or co-op experience	Answer questions from your career center

Next, click on **Submit an Experience**.

From the Experience template dropdown list, select the ***Business Analytics Undergraduate (DSCI 4800) Internship*** template and fill out the form. Be sure to include a detailed job description.
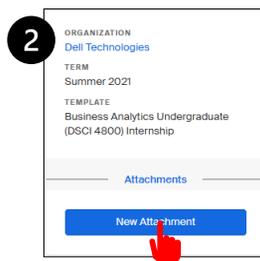

Submit completed form by clicking on the **Submit an Experience** button at the end.

You are required to submit a copy of your offer letter. You may attach a copy at the Attachments link, which you can access when you revisit the Experience details.

 Approval Process:
1. Experience is reviewed by the Internship Coordinator for ITDS in the Wilson Jones Career Center; approval process activated if eligibility requirements are met.
2. Experience is reviewed and verified by the student's supervisor or a point-of-contact with the employer.
3. Experience is reviewed and verified by the Internship Coordinator with the Wilson Jones Career Center
4. Request is reviewed by the instructor for DSCI 4800
5. Request is approved by Academic Advising

Once Approved:
- You will receive a confirmation email informing you that you may now register for the appropriate section of DSCI 4800. **You will not be able to register prior to receiving this permission.**
- Register and pay for the course through the usual registration process.
    - *NOTE: The registration system will automatically drop the class if payment is not received by 5:00 p.m. on the deadline set by the Registrar's office.*
- Once enrolled, International Students will be able to submit signed CPT forms through the iNorthTX portal.

When your internship class (DSCI 4800) officially begins, your instructor will post a syllabus in Canvas detailing the requirements which must be completed for your final grade. Three hours of credit will be received for a passing grade.