

INTERNSHIP ACADEMIC CREDIT FORM

**STUDENT:** Please complete this portion and attach a copy of your resume and the internship job posting OR offer letter (MUST detail your duties) to this form. Then have Faculty and Academic Advisors fill out and sign this form. Submit completed form and attached documents to your RCC Career Counselor.

Student Name: \_\_\_\_\_ Internship Company : \_\_\_\_\_  
PeopleSoft ID: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_  
Email address: \_\_\_\_\_ Supervisor Phone : \_\_\_\_\_  
Major: \_\_\_\_\_ Internship Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Internship Semester & Year: \_\_\_\_\_ Salary: \_\_\_\_\_ per Hour

**Are you an F1 Visa student? \_\_\_ Yes \_\_\_ No**

If YES, you must also request Curriculum Practical Training by completing the required forms available from ISSSO at <http://www.uh.edu/oisss/international-students/employment/>

**AND Complete a General Petition** to be placed into the Experience Track for your degree plan by your academic advisor which is available from <http://www.uh.edu/academics/forms/#generalpetition>

Note: Dates of assignment MUST take place within the concurrent academic credit semester ONLY.

How did you find this internship? (Self-secured, Student Organization, Gateway, RCC Career Fair, Internship Mixer)

Please **attach** either the internship posting OR an offer letter detailing your duties.

**INTERNSHIP FACULTY ADVISOR:** Please complete this portion after having reviewed the attached internship job posting OR offer letter from employer describing the student's duties. (Note: Once the enrollment period has ended, the Career Counselor from RCC will email all faculty advisors individually with a roster of all enrolled internship students for the semester). FINA and MARK majors: Please get your Career Counselor's signature on this section.

I have reviewed this student's internship responsibilities and deem it worthy of academic credit. I agree to grade this student for internship credit, pending approval by the C.T. Bauer College of Business.

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACADEMIC ADVISOR:** Please complete this portion after reviewing the student's academic records.

1) Has the student filed a degree plan? Yes / No

If the student is on F1 Visa, are they on the Experience Track? Yes / No

2) Directive: If student is approved for (and successfully completes) the internship, where in their degree plan should the three internship credit hours be applied?

- Advanced Business Elective - GENB 4396
- Major Elective (ACCT, FINA, MARK, MANA and ENTR majors only)

3) Has the student completed all the prerequisites below? (Please mark through those completed)

<u>Accounting</u>	<u>Finance</u>	<u>Management</u>	<u>Marketing</u>	<u>Entrepreneurship</u>
ACCT 2331	ACCT 2331	MANA 3335	MARK 3336	ENTR 3310
ACCT 2332	ACCT 2332			ENTR 4320
	FINA 3332			ENTR 4330

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATIVE:** Please complete the following once all pertinent documents have been submitted.

Has student successfully submitted the following?

- Resume
- Internship Job Posting OR Descriptive Offer Letter
- Undergraduate Internship Credit Form
- Employer Agreement

Student was approved/disapproved for Academic Credit for Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
circle one

Student is enrolled in \_\_\_\_\_ 4396, \_\_\_\_\_ Internship, by: \_\_\_\_\_ Date: \_\_\_\_\_  
Department                      Section Number                      RCC Counselor Initials

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For any questions, please contact your Career Counselor at the Rockwell Career Center: 832-842-6120