

UNIVERSITY of **HOUSTON** | **BAUER**  
ROCKWELL CAREER CENTER

**INTERNSHIP for 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 your Academic Advisor fill out and sign page 2 of 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

Note: Dates of assignment MUST take place within the academic credit semester ONLY. We do not allow retroactive credit.

**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>

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

\_\_\_\_\_

Provide a brief description with percentages of the duties/responsibilities for the internship. Note that the internship MUST be related to student's major/degree to qualify for academic credit.

LIST MOST IMPORTANT RESPONSIBILITIES/DUTIES FIRST	Percent of Time
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
<b>TOTAL MUST EQUAL 100%</b>	_____

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

By signing below, I the Bauer College of Business student, have READ the course requirements and acknowledge:

- \*\*\* I am requesting **enrollment** in a 4000 level business course.
- \*\*\* This course is **billed with tuition and fees** the same as other 4000 level business courses.
- \*\*\* This course is **graded on an Satisfactory/Unsatisfactory grade basis that does NOT affect the GPA.**
- \*\*\* This course **requires completion of a term paper** to be turned in near the end of the semester.

Student 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: Please CIRCLE one: FINA MARK MANA ENTR

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

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