Internship Course Packet (summer)
FINA 4800 – REAL 4800 – RMIN 4800

Faculty Contact
Dr. Marcia Staff – Faculty Intern Coordinator
marcia.staff@unt.edu | BLB 312 K | (940) 565-4147

Intern Coordinator
Brian Hirsch, Ed.D.
brian.hirsch@unt.edu | BLB 136 | (940) 369-7238

Course Summary:
Hours Required: 240
Weekly Report: email to Dr. Staff
Final Report Length: 4-6 pages
Report Information: e-mail professor and copy internships/coop coordinator
**After You Are Hired:**

**During the semester:**

1. Carefully follow all instructions provided in this course packet or by the professor.

2. Complete the **Learning Objectives Agreement**
   a. (You will receive a *user-specific* via email through Eagle Careers with a link to the Learning Objectives Form)

3. Complete the **Student Evaluation**
   a. (You will receive a *user-specific* via email through Eagle Careers with a link to the Student Evaluation Form)

4. Have your supervisor complete the **Mid-Semester Evaluation and Final Employer Evaluation**
   a. (Supervisor will receive a *user-specific* via email through Eagle Careers with a link to the Evaluation Forms)

5. Complete a **Final Report** about your internship.
   a. (For questions about the final report, please follow the instructions below)

**Suggested topics for report:**
- Describe the company and its history
- Describe your internship (duties, tasks, responsibilities)
- Explain what you learned from this experience
- Describe how your internship relates to your major
- Describe how the internship may affect your future career
- Describe how your internship has helped you academically (in the classroom)
- Discuss how well you were able to accomplish your Learning Objectives
- Discuss how well you were prepared academically for this position
- Discuss any special training or seminars provided by the employer
INTERNSHIPS -- GENERAL INFORMATION

The UNT Internships/Co-op Course Packet is provided to all students who seek credit for their internships. While our department does not award academic credit, we do assist faculty supervisors by maintaining the paperwork for those work experiences.

Each academic department has specific requirements for those students desiring internship credit.
It is your responsibility to obtain this information.

Unless otherwise instructed, internship or co-op positions should span:
- 15 weeks/200-240 hours during the Fall/Spring Semesters
- 10 weeks/200-240 hours during the 10 week Summer Session

STUDENT & EMPLOYER EVALUATIONS

Both the Student Evaluation and Employer Evaluation must be completed prior to the published deadlines found here: http://studentaffairs.unt.edu/career-center/students-and-alumni/find-a-job-or-internship/internships/internships

You will be emailed the link to the student evaluation prior to the due date. Please make sure we have your preferred email in the UNT Eagle Careers

Your supervisor will be emailed the link to the employer evaluation. Please make sure we have your supervisor’s correct email (this is especially important if you change supervisors after beginning your internship).

FINAL REPORT

In almost all cases, a final report is due at the end of the semester. Unless otherwise instructed, please e-mail your report directly to your professor

IMPORTANT:
Failure to complete your evaluations and/or your final report may result in an “I” or an “F” for the course.

ON-SITE VISIT
As time permits, it is possible that your internship coordinator may conduct an on-site evaluation visit. We will schedule a day and time with your supervisor and (if at all possible) you. The primary purpose of this visit is to discuss the employer’s overall satisfaction with your performance and progress. Additionally, we visit in order to maintain and improve the working relationship between UNT and the employer.