

**Must be approved prior to start date**

Before applying for an internship for credit opportunity students must have at least a 2.5 GPA and all six SPDP workshops must be complete. This will count as both an advanced 3 hour credit course and your Immersion Experience requirement.

Application for (circle one)

**ACCT 4340      FINC 4340      MKTG 4340      MGMT 4340      ISYS 4340**

**Semester of internship:** \_\_\_\_\_ **CRN:** \_\_\_\_\_

**STUDENT INFORMATION**

Student Name \_\_\_\_\_ K# \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_@students.tamuk.edu

Major \_\_\_\_\_ SPDP workshops completed  Yes  No

Have you received credit for this internship previously?  Yes  No

*I have reached an agreement for an educational work experience between:*

**INTERNSHIP INFORMATION**

Internship Title \_\_\_\_\_ Company Name: \_\_\_\_\_

Company address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Hourly Pay Rate: \$ \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
 \_\_\_\_\_ (Estimated hours per week) X \_\_\_\_\_ (# of weeks) = \_\_\_\_\_ Total internship hours

The university standard is 150 hours of internship work per three credits. Maximum credits that can be received for an internship is three semester credit hours.

**INTERNSHIP TASKS & GOALS**

A. Please list the main duties that you expect to be performing during your internship:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Internship Goals & Acknowledgement

B. Beyond the common goals, what are your specific goals for this internship? What do you hope to learn from the duties you listed above?

Multiple horizontal lines for writing answers.

For the Company Supervisor

This student has been offered the position described on the previous pages of this application. By signing this form, I agree that the provided information is correct and to:

- Provide relevant learning experiences through work assignments to this student.
• Provide appropriate orientation, work place supervision and a safe environment for this student. Accommodate at least one faculty site visit each internship term if requested or required.
• Provide a timely written final evaluation of the student to the College of Business academic advisor.

Print Supervisor's Name, Signature, Date, Supervisor's Title

For the Internship Coordinator

This student has successfully completed the internship for credit application and the proposed internship meets all the eligibility requirements required by the College of Business. I have also verified that the student meets the 2.5 GPA requirements.

Internship Coordinator's Name, Signature, Date, Student's verified GPA



**For the Faculty Supervisor/ Department Chair**

The above mentioned student has my permission to proceed with official registration for Texas A&M University-Kingsville's internship program in the **ACCT/FINC MGMT/MKTG/ISYS** department because:

- I have reviewed the description of the internship opportunity
- I agree that, as described, this position has relevance to the student's academic program and contains sufficient technical content and learning opportunities for the student.
- I have verified that the student is in good academic standing.

\_\_\_\_\_  
Print Faculty Supervisor's Name                      Signature                      Date

\_\_\_\_\_  
Print Department Chair's Name                      Signature                      Date

**For the Student**

I agree to the following:

I have read the A&M-Kingsville student handbook and understand the guidelines on sexual harassment and the student code of conduct.

I agree to complete the academic requirements set forth by my supervising faculty member. I will fill out the final evaluation forms upon completion of this internship.

I agree to abide by all university guidelines in order for this work experience to be mutually beneficial to me, the employer and the university.

I understand that the violation of any university policy of state federal law will be grounds for termination from the program and possibly the university.

\_\_\_\_\_  
Student's Name                      Signature                      Date

DECLINE		Failure to contact the employer to decline the arranged internship 48 hours prior to the start date will be considered a “no-show”. Refer to the “no-show” policy below.
CANCELLATION		If an emergency arises and a candidate must cancel an internship work day, it must be within 48 hours prior to the date. The candidate is required to call the academic advisor at 361.593.3902 to notify her of the delayed starting date. During the internship, keep track of any missed work days or sick days for the final evaluation of participation hours.
NO SHOW		<p>When a student fails to contact the employer 48 hours prior to start date and he or she does not show up for the first day of internship, it is considered a “no-show”. The candidate is required to prepare a letter of apology to the company and must submit the letter to the academic advisor no later than 24 hours after the missed day. The academic advisor will forward a copy to both the faculty supervisor and the dean of the college. The academic advisor will retain a copy for the student’s record.</p> <p>The student must explain why he or she declined the internship position, or why he or she did not properly cancel that work day to the academic advisor. If the student wishes to continue the internship, it has to be approved by his or her supervisor and the student has to make up for the hours missed.</p> <p>If the student no longer wishes to participate in the internship, he or she must get it dropped from his or her schedule by filling out an add/drop form and submit it to the Office of the Registrar. If done before the automatic “Q” date each semester, the student will receive a “Q” that will not affect his or her GPA unless the student has a total of more than six drops in his or her academic career. After the automatic “Q” date, the instructor is required to sign off on the add/drop form and may recommend a grade of “Q” or “F” for the course. Depending on the drop date, some tuition may be refunded.</p>

**APPEALS PROCESS**

The internship coordinator will determine the student’s final status of internship for credit.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Please review the following statements and complete the form below:

1. I authorize Texas A&M University-Kingsville and its agents to photograph, videotape, audio record, televise, duplicate, and/or otherwise record my image, voice, and likeness. I understand that A&M-Kingsville will own these recordings.
2. I irrevocably authorize A&M-Kingsville and its agents to use, display, publish, and distribute these recordings for any purpose on websites, publications, broadcasts, displays, and any other medium, and to offer these recordings to others for use in non-university mediums.
3. I waive any right to inspect or approve these recordings or material that may be used with them now or in the future, whether that use is known to me or not.
4. I release A&M-Kingsville, its regents, employees, and agents from all liability arising out of the use of these recordings, including but not limited to any claims arising out of my right of privacy or right of publicity and any claims based on any distortions, optical illusions, or faculty mechanical reproductions.
5. I understand that I will not be compensated for any use of these recordings.
6. I understand that this is a legal document and represent that I have read it and understand it and am signing it voluntarily.

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Student's Printed Name

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Date

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Student's Signature

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Cell Phone

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Email Address

**Once you have completed 150 hours in your internship please follow the Internship Completion Process**

1. Notify the Internship Coordinator of your completion of hours to [selina.kieschnick@tamuk.edu](mailto:selina.kieschnick@tamuk.edu) and attach the following documentation to your email:
  - A. Email a JPEG photo ( 1024 X 768 pixels minimum) of you at jobsite
  - B. In a Word document complete a personal reflection answering the following questions:
    - i. Provide a general description of what you accomplished during the internship.
    - ii. What was your general impression of the program? What was good? Not so good?
    - iii. Would you recommend this experience to your fellow students? Why/why not?
    - iv. What advice would you offer to those seeking an internship with this same company/ agency?
    - v. What, if anything, would you have done differently concerning any of your internship experience?
    - vi. Do you have any additional comments you would like to share with fellow students?
2. The Internship Coordinator will respond to your email to confirm information about your internship and send your supervisor the Internship Evaluation form.
  - a. It is your responsibility to ensure that your supervisor emails the completed Internship Evaluation form back to the Internship Coordinator.

### Internship Completion Checklist

Once all documentation has been received your internship will be considered complete.

- Photo of you at your jobsite
- Your personal reflection
- Internship Evaluation from your employer