

04.STU.04

STUDENT INTERNSHIPS

(Revised January 29, 1999)
(Revision draft August 2005, September 24, 2007)
(Revised. COB Advisory Council November 11, 2006)
(Revision Approved by COB Faculty May 8, 2007)
(Revised April 2012)
(Revised August 2014)
(Revised and Approved by COB Faculty March 9, 2018)

The College encourages internships for two reasons. They allow students to supplement their course of study in a practical application, and they help forge stronger ties between the College and the business community. Student Internships are governed by TAMUCC University Procedure 33.99.08.C0.03, which designates Career Services as the office responsible for the oversight of student internships at TAMUCC.

In the first phase of the process, the College notifies students of available internships. Students interested in internships should contact academic advising to determine their eligibility for an internship. In general, the student must be a business major and have at least Junior standing and a 3.0 GPA in his/her upper-level courses.

The student must obtain a faculty sponsor. The faculty sponsor will be responsible for giving the student a letter grade at the end of the semester. The faculty sponsor will be involved in the subject related to the internship and should work out a semester project, both written and oral, with the intern. The faculty sponsor should send the original or a copy of the written project to the Internship Coordinator at the end of the semester.

The employer must approve the student before the process is completed. After the student has been approved, he/she must have the internship agreement (available from Academic Advising) signed by the faculty sponsor and the degree counselor as well as signing it him/herself. The student will then register for the internship like any other course.

Evaluation forms will be sent to the employer at mid-semester and at semester end by the Dean's Office. Copies of the responses will be given to the individual faculty sponsors and should be included in the overall course grade determination. Faculty sponsors are responsible for awarding the final grade.

Graduate students will follow the same process; however, they will register in a directed individual research course because the College has no catalog courses for internships.

Graduate and undergraduate students may receive academic credit for internships for a total of three credit hours.

The College of Business will provide Career Services with the following information upon the conclusion of each semester: Student Name, Employer, Faculty Sponsor, and Academic Term.

[See University Procedure 33.99.08.C0.03 – Student Internships.](#)

[HTTP://ACADEMICAFFAIRS.TAMUCC.EDU/RULES_PROCEEDURES/INDEX.HTML](http://ACADEMICAFFAIRS.TAMUCC.EDU/RULES_PROCEEDURES/INDEX.HTML)