UTA College of Business

GRADUATE INTERNSHIP PROGRAM

COLLEGE **O**F **B**USINESS

Eligible students include UT Arlington degree seeking graduate students in the College of Business with a minimum overall GPA of 3.0 and 3 hours of available business electives.

Students must:

1. Complete and submit **Form 1, *Graduate Internship*** form to **your Graduate Program Advisor**. Your graduate advisor will review your Graduate Maverick Academic Report (MAP) for available elective hours. If a GMAP (degree plan) change is required, **please allow two weeks for processing.**

2. Fill out **Form 2**, ***Request for Internship Registration*.** Take **Form 2** to the appropriate ***internship coordinator*.** The internship coordinator will review, make a decision regarding your internship request, and if approved, clear you to register and receive **credit hours** for the internship.

Internship Coordinators (by area of internship)

Accounting	Terra Brown McGhee	Room 435	817-272-0710	tcbrown@uta.edu
Economics	Tara Brown	Room 320	817-272-3061	tara@uta.edu
Finance/Real Estate	Steve Isbell	Room 434	817-272-3705	sisbell@uta.edu
Insy/Opma	Santoso Budiman	Room 511	817-272-6358	santoso.budiman@uta.edu
Management	Lesley Regalado	Room 226	817-272-3466	lesley.regalado@uta.edu
Marketing	Chien Le	Room 629	817-272-6743	chien.le@uta.edu

3. The ***major department internship coordinator*** will give you **Form 3**, **Informal Agreement** to complete**.** When you return the completed **Form 3** to the coordinator, you will be given enrollment information. International students **must attach a CPT Form to the Form 3** in order to enroll. See: https://www.uta.edu/student-affairs/oie/isss

DEADLINE FOR Fall 2026: Friday, August 21, 2026*

**Applies to submission of all forms (1, 2, & 3)*

Course requirements:

- **3 hrs** credit - must work a minimum of 150 hrs (Equates to 10 hrs/wk for 15 wks or 25 hrs/wk for 6 wks)
- **2 hrs** credit – must work a minimum of 100 hrs
- **1 hr** credit – must work a minimum of 50 hrs

***Please Note:** Individual departments may require higher minimum work hour requirements for earning internship credit.

- Payment to student for work is not required
- Grade is pass/fail

FORM 1

THE UNIVERSITY OF TEXAS AT ARLINGTON

COLLEGE OF BUSINESS

Graduate Internship Program

NOTE TO STUDENT: All forms must be completed and approved before a student may register for the internship course and before the activities for which credit is requested have begun. Internships are graded on a pass/ fail basis.

Name: _____
Last First Middle

Student ID #: _____ **Expected Graduation Date:** _____/_____
Semester Year

Day Phone: _____ **Email Address:** _____

International Student Yes ☐ **No** ☐

Please check appropriate major. If MBA, also check specialization:

- ○ MS Accounting
- ○ MS Taxation
- ○ Master of Professional Accounting
- ○ MS Economics
- ○ MS Business Analytics
- ○ MS Marketing Research
- ○ MBA (Please select MBA specialization)
  - No Specialization
- ○ MS Health Care Administration
- ○ MS Human Resources Management
- ○ MS Information Systems
- ○ MS Quantitative Finance
- ○ MS Real Estate

Course Number_____

DO NOT COMPLETE --- THIS SECTION TO BE COMPLETED BY PROGRAM ADVISOR:

Overall GPA: _____

Completed 9 hours: * ○ Yes ○ No

***MS-INSY must complete 9 hours of INSY.**

***Min. 12 hours of upper level ACCT coursework required prior to internship for CPA eligibility.**

Valid for This Semester Only

Elective hours available: ○ Yes ○ No

Course can be used toward degree: ○ Yes ○ No

Course can be used for extra credit ○ Yes ○ No

Previous Internship Taken or In progress ○ Yes ○ No

_____

Program Advisor Signature Date

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

Form 2

REQUEST FOR GRADUATE INTERNSHIP REGISTRATION

College of Business

Eligibility for internships:

1. Minimum overall grade point average of 3.0.
2. Minimum of 9 hours completed and student must have the elective hours available.
3. Internship forms must be completed and approved by appropriate internship coordinator.
4. No credit will be given for previous experience or activities.
5. Maximum credit is 3 hours per internship. Max of 6 internship credit hours may be used toward degree completion with Advisor approval.

NOTE: No credit will be given for previous experience or activities. Maximum credit is 3 hours per internship. This form must be filled out before a student may register for the course and before the activities for which credit is requested have begun. Internships are graded pass/fail.

Name _____ Student ID # _____

Phone number _____ Advisor _____

Degree sought MBA☐ MS☐ If MBA, Specialization/Concentration No Specialization

Semester_____

Detailed explanation of internship position.

Firm's Name _____ Phone No. _____

Address _____

Street Address City State Zip Code

Internship contact _____ Phone No. _____

Start date _____ End date _____

_____ _____

Student Signature Date

_____ _____

Department Internship Coordinator Date

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