A&H Internship Course information – ISAH 4V50
For all A&H majors

**ISAH 4V50 Internship** (1-3 semester hours) Students undertake a new learning experience at a supervised work situation related to their academic interests. An internship provides exposure to a professional working environment, application of theory to working realities, and an opportunity to test skills and clarify goals. Course requirements include formal and reflective writing. May be repeated for credit (*6 hours maximum*). **Limit 3 semester hours per semester.**

Note that this is a **CLASS**. Tuition and fees associated with this course will be assessed. This course may count as an Advanced Elective or Upper Level Elective depending on the internship and degree requirements needed.

*Students who are not seeking course credit for an Internship must follow the same guidelines and procedure through the Career Center.*

**Eligibility**

**Undergraduate Students**

- Undergraduate students must have completed 24 hours of college course work before the internship semester. At least 12 of the 24 completed hours must be at UT Dallas. ATEC & EMAC majors may have specific courses that are required within these 24 credits. **Please see advisor for further information.**
- Must have at least a 2.5 GPA.
- Internship must be directly related to student’s current major and degree level.
- Undergraduate students may earn up to 6 credit hours of Internship/Co-op credit towards graduation, **3 credit hours maximum per semester.**
  - 3 credit hours = 140 + work hours
  - 2 credit hours = 100 + work hours
  - 1 credit hour = 50 + work hours.

- **International (F1) students must be enrolled in at least 1 Credit Hour in each internship semester per CPT guidelines.**

**Steps**

1. Fulfill UTD Career Center’s steps for participation in Internship Program, including creating a UTD CareerWorks account

2. Meet with A&H Career Center Internship Coordinator in advance to plan for internship

3. Submit a job description via CareerWorks – “Report an Internship” link for internship course approval (an offer letter is to be submitted for CPT approval for **F1 students**)

4. The A&H Internship Coordinator will send the job description to the academic advisor for approval.

5. Once both the A&H Career Center Internship Coordinator and the student’s academic advisor approve the job description, a student may register for the course with their academic advisor.