To: Prospective Interns

From: Dr. Susan Chizeck  
Director of Internships

Early in the semester preceding the internship semester, decide what sort of internship you would like to do and how it relates to your major. For IS students, three credits of internship may be included in your concentration, and an additional three credits may be used as an elective, for a total of six credits maximum. Most other majors use internship credits for free electives only. Check with your academic adviser to see where it fits in your own degree plan. You can begin an internship at any time during the semester (with prior approval) and register for the next formal semester, unless you are an international student doing CPT.

If you have contacts through family, friends, professors in the field, or your own initiative, you are welcome to set up your own interviews and find your own internship site. Many students already have the contacts to do this, particularly in specialized fields. Use all the resources you have. However, do come to see the Internship Director to discuss your intentions, and file your internship application.

If you need help finding a site, allot some time to look through the Intern clipboard, kept on the Interdisciplinary Studies Internship bulletin board outside, HH 2.134. These are recent intern requests. The Career Services Office in Student Services Building (SSB 3.300) also keeps listings of paid jobs, co-ops and internships, which may qualify for credit. Placements found through the Co-op office can also be used for credit as an internship (or for co-op credit). Career Services requires a short online orientation to use their services.

Prepare a resume (see Career Services if you need help), as most sites will ask for one to be sent, and you should always take one with you to an interview.

Pick up an internship application form from the Interdisciplinary Studies office (outside HH 2.126) (probably attached to this sheet) and fill it out. Bring it, along with your resume to the Internship Director, before or at the time of your appointment. Please read all information handouts thoroughly before your appointment. Although we can assist you, we do not “place” interns, as finding a site is part of the internship and career development process. Make sure your UTD email is set up and functioning well.

After an interview, send a note to the interviewer thanking them for their time. Also, give feedback to the Internship Director about how the interview went.
Occasionally students do internships at their current place of employment, but you cannot get credit for doing your regular job -- an internship is not just job experience credit. To qualify as an internship, you must be undertaking a new learning experience and learning new skills. Some suitable situations might be undergoing training for a new position or transferring to a different function in the company. In your letter of intent discuss the new learning you anticipate.

When you have been accepted at a site as an intern, have the site supervisor fill out the Supervisor form or write a letter on company letterhead, stating that you are accepted as an intern, who your supervisor will be, the name, address, and phone number of the company, what your duties will be, and what your compensation (if any) will be. If you want to do an internship at your regular workplace, the letter must also mention the new things you will be learning. The Director will be happy to speak to them in person and answer any questions.

Finding an internship can take several months. Start the search process well before papers and exams are due, so that you have the necessary time to find a placement. Students who procrastinate may find themselves without a site when the semester begins. If you are unable to pursue finding an internship with any vigor, you are unlikely to be desirable or salable as an intern. Even seemingly secure placements can fall through at the last minute (due to a supervisor leaving the company, layoffs, etc.), so you must be prepared to do searching and interviewing in a timely manner. An internship can never be guaranteed, particularly in very specialized or competitive fields.

Internships are often unpaid, or pay at the minimum wage level. A few students a semester may be offered a job at their sites, so it is possible, but not probable. However, through an internship you will gain valuable experience and contacts that will assist in your job-hunting, particularly if you ask your site supervisor or colleagues for advice and assistance.

There is no retroactive credit for internships. This means that in order to get credit for an internship, you must file your application, complete with letter from your site sponsor. After your internship has been approved by the Internship Director, Dr. Chizeck, you will be given information on registration and an assignment packet. IF YOU DO NOT RECEIVE YOUR ASSIGNMENT PACKET BY THE BEGINNING OF THE SEMESTER, CALL OUR OFFICE. Any hours you do before your internship is approved cannot be counted towards the internship course. Although you can begin an internship at any time during the year, no hours will count unless it has prior formal approval from our office.

** PLEASE NOTE – BIS 4V04 is an academic course taken for university credit. For this reason, you must pay for this course at the Bursar’s office after you have been registered.

May 21, 2013
INFORMATION FOR STUDENTS

To qualify for an internship, a student must:

1. Be a registered UTD undergraduate, graduate, or special student.
2. Have completed at least 15 hours at UTD.
3. Have a minimum 2.6 GPA in their major and 2.1 overall at UTD.
4. Discuss placement possibilities with the Director of Internships.
5. Present a complete application with accompanying documents.
6. Students may apply to start an internship at any time. If it is too late to register for the current semester, you may register for the following semester.
7. **No hours for internship can be counted until the application is formally accepted.** All hours must be documented (in the required journal) and your supervisor must supply all required performance evaluations.

An internship, in general:

1. Is related to the student’s interdisciplinary concentration or major.
2. Usually is taken in the student’s junior or senior year.
3. Is taken in conjunction with no more than 12 additional hours of course work during the semester.
4. Requires a minimum of 140 hours of supervised work for 3 credits (280 hours for 6 credits), about 10 hours per week for the 14 weeks of a regular semester. These hours and other observations are documented in a journal kept by the student.
5. Requires academic work agreed on with a faculty supervisor: a 10-page paper (20-page paper for 6 credits) and a reflective journal.
6. Carries 1-6 hours credit.
7. Only three credits may be used in the Concentration for Interdisciplinary Studies majors. Check with your academic adviser for placement in degree plan.
8. Is supervised by:

a. Site Supervisor

- Assigns work that develops professional skills.
- Makes sure the student completes the work assignments satisfactorily.
- Certifies that the work experience has been a learning experience that will contribute to the student’s career aspirations.

b. Internship Director

- Helps set up the internship.
- Gives academic assignments (see assignment pack) usually a journal, and a paper connecting theory to experience.
- Decides on the grade for an internship, based on the student’s academic accomplishment and the site supervisor’s evaluation.
- Certifies that the internship merits the hours of academic credit.
- Handles problems.
- Meets with interns as a group to discuss matters of mutual interest.

9. May include compensation. We request that companies pay an intern at least federal minimum wage and that non-profit agencies compensate interns for expenses incurred, such as driving to and from the work site and parking. The amount of compensation should be negotiated between the intern and the employer.

10. Requires that the student and site supervisor complete an evaluation of the internship experience.
Internship Application
BIS 4V04**, MAIS 5V04

Date: _________________________

Semester: Fall ___________ Credit Hours: ___3 ___6 ___Other
Spring ___________
Summer _________ Student ID: _______________________

Name: _______________________________________________________________________

Current Address (include City, State and Zip code):
_____________________________________________________________________________
_____________________________________________________________________________

Telephone Numbers (day) ____________________(evening) ___________________________

University email ________________________ Alternate email _________________________

Major and area of concentration
_____________________________________________________________________________

Type of Internship desired:
_____________________________________________________________________________

If you know a specific place you would like to work, please list:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Please turn in this cover sheet to the Internship office along with:

1. LETTER OF INTENT (use attached form or attach a separate sheet)
2. Current resume (optional)
3. Signed Supervisor Form (attached) or a letter from Internship site with needed information
4. Completed Indemnification Form (attached)

**PLEASE NOTE – BIS 4V04 is an academic course taken for university credit. For this reason, you must pay for this course at the Bursar’s office after you have registered.
When you have been accepted at a site as an intern, have the site supervisor fill out the Supervisor form or send a letter on company letterhead to the Internship Director. The letter will need to state that you are accepted as an intern, who your supervisor will be, the name, address, and telephone number of the company, what your duties will be, and what your compensation (if any) will be. If you want to do any internship at your regular workplace, the letter must also mention the new things you will be learning. The Director will be happy to speak to them in person and answer any questions.

Return this form to HH 2.126 or mail to:
   Internship Program
   c/o The University of Texas at Dallas
   800 W Campbell Road, HH30
   Richardson, TX 75080

Fax: 972-883-2440
E-mail: chizeck@utdallas.edu or monica.boyd@utdallas.edu
Consultation: Dr. Susan Chizeck, Director of Internship Program, 972-883-2248

With few exceptions you are entitled, on your request, to be informed about the information UT Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT Dallas correct information about you that is held by us and that is incorrect. Be assured that your UTD records are protected from unauthorized disclosure by federal law.

Your Social security number (SSN) or UTD Identification number is being requested because it is a unique identification number which is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your social security number or UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).
LETTER OF INTENT
Use this form or write a letter

- Reasons for wanting an Internship
- Description of relevant background experiences
- Statement of professional goals
- Please describe any mental or physical handicap that may affect your participation
- Current resume (optional if you already have a position)
Supervisor Form
Internship Application
BIS 4V04**, MAIS 5V04

Please provide the following information:

Supervisor Name: ________________________________________________________________

Company: _____________________________________________________________________

Address: ______________________________________________________________________

______________________________________________________________________________

Email: ______________________________________________________

Phone number: _________________________________________________________________

Fax number: ___________________________________________________________________

Company website: ______________________________________________________________

Student Intern duties & responsibilities: _____________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Will the internship be paid or unpaid: ______________________________________________

Supervisor Signature: ___________________________________________________________
RELEASE AND INDEMNIFICATION AGREEMENT FOR ADULT PARTICIPANTS

ADULT PARTICIPANT: (Name and Address)

Name (last name first - please print or type)

Address

City, State, Zip Code

☐ Check here if you are not a registered UTD student.

IDENTIFYING DESCRIPTION OF ACTIVITY AND/OR TRAVEL: ________________________________

________________________________________________________________________________________

MODE OF TRANSPORTATION: ______________________________________________________________

PRINCIPAL LOCATION(S): ________________________________ DATE(S): _________________________

I, the above named participant, am eighteen years of age or older and have voluntarily applied to participate in the above Activity and/or Travel. I acknowledge that the nature of the Activity and/or Travel could possibly expose me to hazards or risks that could result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks. I grant UTD and its employees full authority to take whatever actions they may consider to be warranted under any circumstances regarding the protection of my health and safety. I understand and agree that if I do not comply with all the rules, code of conduct, and instructions relating to this Activity and/or Travel, UTD has the right to terminate my participation in this activity without refund.

In consideration of my participation in the Activity and/or Travel, I hereby accept all risk to my health and of my injury or death that may result from such participation, including transportation and all other adjunct activities, and I hereby release UTD, its governing board, officers, employees and representatives from any liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity and/or Travel, whether caused by any type of negligence of UTD, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless UTD and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity and/or Travel.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE ABOVE DESCRIBED ACTIVITY AND/OR TRAVEL AND THAT IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION. THIS AGREEMENT SHALL BE CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, WHICH SHALL BE THE FORUM FOR ANY LAWSUITS FILED UNDER OR INCIDENT TO THIS AGREEMENT OR ACTIVITY.

Signature of Adult Participant* Date signed

Signature of Witness Date signed

Printed Name of Witness