

# Internship: UCRS 4800

## Integrative Studies and Social Science Majors

Academic Counselors | GAB 220 | 940-565-2051

### Step 1: Login to Your Handshake Account

- Login to your account at: [unt.joinhandshake.com](http://unt.joinhandshake.com)
- Click on **ACTIVE UNT STUDENTS LOGIN HERE**
- If you have not logged in before, you may be asked a few questions to finish setting up your account.

### Step 2: Upload Resume' and Cover Letter

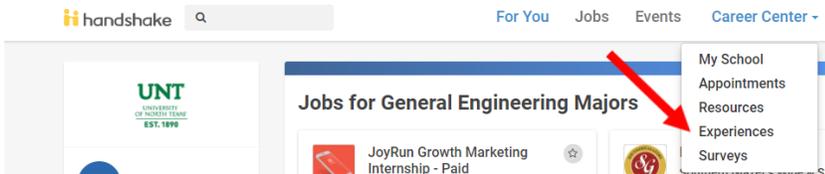
- If you haven't already, upload your resume and cover letter under **DOCUMENTS** in your profile.

### Step 3: Begin Your Search

- **Handshake:** Go to **JOBS** and narrow your search criteria based on what type of internship.  
**OR**
- **Personal Search:** Utilize your Friends, Family, and other Personal connections to find an internship.

### Step 4: Report an Internship for UCRS 4800 College Credit

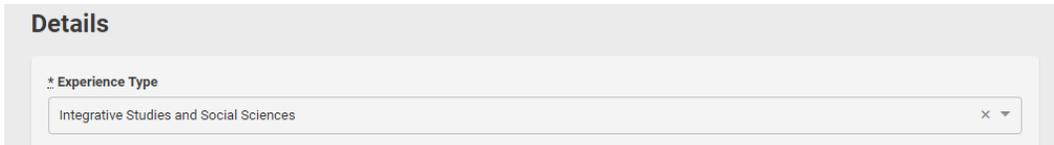
1. Once you have applied, interviewed, and been offered an internship, log on to your Handshake account.
2. Once in your account, go to **CAREER CENTER** on the top right and select **EXPERIENCES** (for internships).



3. Click on **REQUEST AN EXPERIENCE**



4. For **EXPERIENCE TYPE**, select Integrative Studies and Social Sciences



5. Enter in the remaining information. *You will need to provide: Job Title, Start and End Dates, Job Type, Salary, Estimated Hours per Week; Internship responsibilities, Supervisor's Name, address, phone, email and more.*
6. An email will be sent to the course instructor for review. You should receive an email response within 5-7 days.
7. If approved, you will receive your permission code through email so that you can register for UCRS 4800 at my.unt.edu. Further instructions will be included in the email. Log into my.unt.edu to add the course. Enter the permission code, and be sure to select the specific # of credit hours you need. (probably 3.) See sample below.



#### 1. Select classes to add - Enrollment Preferences

Semester | Undergraduate | University of North Texas

#### UCRS 4800 - INTERNSHIP

##### Class Preferences

UCRS 4800    Credit    ● Open

Session    Regular Academic Session

Career    Undergraduate

Enrollment Information

- Department Consent Required to enroll in this class

Permission Nbr

Grading    Course Based P/NP

Units    3.00

Enter permission number here.

**Select 3 hours**  
(or the # of hours of credit you want.)

## Frequently Asked Questions

### 1. Who qualifies to apply for this internship?

Students who are in academic Good Standing and are declared with a major in either Social Science or Integrative Studies. (This course is recommended for juniors and seniors.)

### 2. Does the position have to be paid?

No. Both unpaid and paid internships are allowed.

### 3. How early should I start looking for an internship/trying to get it approved for credit?

Several months before you would like to begin. We recommend at least one month, but 3-4 months is ideal.

### 4. I already have a job. Can I use it to fulfill the internship requirement?

This is allowed, only if your internship position responsibilities are different from your regular tasks and duties. This might include things like a special project, extra responsibilities, or an expanded role that contributes to your learning objectives. Simply fulfilling your regular duties will not be sufficient. Include a detailed explanation of your new responsibilities and role.

### 5. What are the requirements for my site supervisor?

Your site supervisor will be considered your most direct line of leadership and direction during your internship experience. Expectations include giving you guidance, helping you develop your learning objectives/goals, and submitting a final evaluation on your performance as an intern. A family member may NOT serve as your supervisor. If you work for a family company, then someone to whom you are not related must serve in this role for you, rather than a relative.

### 6. Who is responsible for creating the learning objectives?

This is a shared responsibility between you and your employer/site supervisor. We want you to ensure that this will be a learning experience that is intentional and beneficial for you. You need to know what your tasks and learning outcomes are before you begin. All work for the course is posted and submitted through the [learn.unt.edu](http://learn.unt.edu) site.

### 7. My internship employer wants me to start immediately. Is that allowed?

Yes. Internships may begin up to two months before you take the internship class for credit. You will simply register for the following semester. You must still be at your internship site during the semester you are receiving credit. Be sure to seek approval early so that you can receive credit.

### 8. What if I haven't completed the 210 (or minimum number of) hours by the end of the semester?

If the semester ends before you complete your internship obligations, you may contact the instructor to see if you meet the qualifications for an "I" (Incomplete). The responsibility is completely on the student to fulfill requirements and turn in all necessary paperwork in order to complete the "I" and receive a grade. This must be done within 1 calendar year, or the grade will change to NP (no pass) and credit will not be awarded. Work hours, forms and final paper must be submitted no later than the last day of final exams in order to receive a grade for that semester.

### 9. May I take more than one internship?

You may take a total of up to 6 hours of credit at 2 different internships, during 2 different semesters. However, only 3 hours may count in the major (if approved to count toward one of your three fields, when applicable.) The other 3 hours may only count as advanced elective credit or for Other Course Requirement (in the B.S. in Integrative Studies.) Also, please note that your internship experiences must be drastically different. You may only take one internship (3 hours maximum) per semester.

### 10. What if I can't find an internship site?

Use the Handshake site to search for opportunities. Careers with family, friends, those in the field you want to enter in order to find internship options. While UNT staff and offices can be helpful in this process, the final responsibility for finding an internship lies with the student.

#### Hour requirements for each internship:

<b># Hours of Credit</b>	<b>Term</b>	<b>Length of Term</b>	<b>Total Hours Required</b>	<b>= Hours Required Weekly</b>
3	Fall or Spring	15 weeks	210-225	14-15
2	Fall or Spring	15 weeks	140-150	9-10
1	Fall or Spring	15 weeks	70-75	5-6
3	Summer	10 weeks	210-225	21-23
2	Summer	10 weeks	140-150	14-15
1	Summer	10 weeks	70-75	7-8