

Internship: UCRS 4800

Integrative Studies and Social Science Majors

Academic Counselors | GAB 220 | 940-565-2051

Step 1: Create an Eagle Careers Account

- Login to your **MyUNT** account (my.unt.edu)
- Click on **Student Resources**
- Look for the **Eagle Careers** logo

Step 2: Upload Resume' and Cover Letter

- Under **My Account** choose **My Documents**
- Under the **Resumes** section click **Upload File**
- Fill in the **Document Name**
- Select **Browse** to find and attach your resume
- Repeat this process for your **Cover Letter**

Step 3: Begin Your Search

- **Eagle Careers:** Go to **Search Jobs** and fill out the **Job Advanced Search** (be sure to enter all three fields in your major **OR**
- **Personal Search:** Find an internship, that is not listed on the Eagle Careers that is directly related to one of your fields of study. Friends, Family, Personal Careering are great ways to find an internship.

Step 4: Report an Internship

1. Once you have **applied** for, **interviewed** for, and **been offered** an internship, **log on to your Eagle Careers** and choose **Report an Internship Hire** located on the left hand side of the screen
2. If the position was found through the **Eagle Careers**, choose the **position listed** under the **MY JOBS** tab.
3. If you chose to do a **Personal Search** click on the "Other Tab" and fill in the Organization Name and Job Title to continue filling out the other information requested. ALL of the information must be complete before your internship request can be submitted for review. *Be sure to read all directions!
You will need to provide: Job Title, Start and End Dates, Position Type, Salary, Pay per period, Estimated Hours per Week; Internship Duties, Supervisor's Name, address, phone and email.
4. An email will be sent to the course instructor for review. You should receive an **email** response within **5-7 days**.
5. If approved, you will receive your **permission code** to register for UCRS 4800. (Check your section number in the e-mail you will receive.) 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.**

Search | Enroll/Add/Drop | My Academics
my class schedule || add || drop || swap || edit || term information || mandatory courses

Add Classes

1. Select classes to add - Enrollment Preferences

Semester: | Undergraduate | University of North Texas

UCRS 4800 - INTERNSHIP

Class Preferences	
UCRS 4800	Credit <input type="radio"/> Open <input checked="" type="radio"/>
Session	Regular Academic Session
Career	Undergraduate
Enrollment Information	
<ul style="list-style-type: none"> • Department Consent Required to enroll in this class 	
Permission Nbr	<input type="text"/>
Grading	Course Based P/NP
Units	<input type="text" value="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.

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 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 Option 2 (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 Eagle Careers 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:

# Hours of	Term	Length of Term	Total Hours Required	= Hours Required
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