

PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF BUSINESS
CO-OP AND INTERNSHIP COURSES
Earning Credit and Registration

In the College of Business, co-op and internship courses are considered electives and may be used to satisfy some college requirements.

- **Accounting** majors may earn credit for the appropriate internship course; however, it will not be counted as an accounting elective per their degree plan.
- **Finance and Management Information Systems** majors may use the appropriate internship course as a business elective as determined by their department head. If students have already taken a business elective, the course cannot be used as an MISY or FINA elective.
- **Management and Marketing** majors may use the appropriate internship course as an unrestricted elective or elective in their field of study as determined by their department head.

The College of Business offers the following co-op and internship courses during the fall, spring, and summer semesters. Each course is 3 semester credit hours (SCH).

PREREQUISITE TABLE: INTERNSHIP COURSES		
Course	Prerequisite	Prerequisite Course
ACCT 3393, Accounting Internship I	Sophomore Status ; Minimum GPA of 2.50	ACCT 3213
ACCT 4393, Accounting Internship II	Sophomore Status ; Minimum GPA of 2.50	ACCT 3213 & ACCT 3313
FINA 3393, Finance Internship I	Sophomore Status ; Minimum GPA of 2.50	FINA 3383
FINA 4393, Finance Internship II	Sophomore Status ; Minimum GPA of 2.50	FINA 3393
MISY 3393, Information Systems Internship I	Sophomore Status ; Minimum GPA of 2.50	MISY 2013
MISY 4393, Information Systems Internship II	Sophomore Status ; Minimum GPA of 2.50	MISY 3393
MGMT 3393, Co-op Education I	Sophomore Status ; Minimum GPA of 2.50	MGMT 3103
MGMT 4393, Co-op Education II	Sophomore Status ; Minimum GPA of 2.50	MGMT 3393
MRKT 3393 Cooperative Education II	Sophomore Status ; Minimum GPA of 2.50	MRKT 3103
MRKT 4593 Cooperative Education III	Sophomore Status ; Minimum GPA of 2.50	MRKT 3393

To obtain academic credit for a co-op or internship experience, students must register for a co-op or internship course with the internship coordinator (assistant dean, department head, or designated a faculty member) or with their respective College of Business department head, pay related tuition and other fees, and earn a grade of C or better. Students may earn a maximum of six total credit hours for internships and are limited to registering for three internship credit hours per semester.

Internships for academic credit require a *minimum* of 150 hours of work per semester (roughly ten hours per week); employers may require more. The internship may or may not include compensation, scholarships, housing, or transportation.

Qualifying Companies and Firms

Many companies offer internship opportunities, however not all internships qualify for college credit. Internships are evaluated on a company by company basis and it must be evident that a student will be able to apply learned business concepts and receive a professional work experience. The internship coordinator and department head will determine if an internship is eligible for credit.

Registration for Internship & Co-Op Courses

A student is eligible to enroll and earn credit for the College of Business co-op or internship course if they satisfy the following:

1. Student must be in good academic standing.
2. Student must have a minimum 2.50 overall cumulative grade point average.
3. Student must have earned at least sophomore status (30 earned credit hours).
4. Student must have passed, with a grade of C or better, six hours of coursework in their respective field (see list below) **and** satisfy the prerequisites for the course in which they plan to enroll (see the Prerequisite Table).
 - a. MGMT 1013 (Introduction to Business) or its equivalent
 - b. MISY 1013 (Computer Information Systems) or its equivalent
 - c. MGMT 2000 (Professional Development for Business I)
5. Have the approval of the internship coordinator and department head.

To register for one of the College of Business internship or co-op course, students must go through the following steps.

- Provide the following information to the Internship Coordinator:
 - An official offer letter on company letterhead from the company;
 - An official job description, including the official job title on company letterhead;
 - The name and contact information for your supervisor or an organization contact, and
 - An current/updated resume.
- Complete the [Registration & Special Approval Form](#) (the form you typically complete to register for classes) and submit it to the Internship Coordinator.
 - *Note: The form will not be signed by the Internship Coordinator until the internship is verified. **Please allow at least five (5) business days for verification of the internship.***
 - Verification deadlines for 2019-2020
 - Summer 2019 – May 17
 - Fall 2019 – August 9
 - Spring 2020 – December 13

Student Briefing and Assessment for Learning (Grading)

Prior to beginning their internship/co-op experience, a student briefing is provided by the internship coordinator. The purpose of the briefing is to review the internship purpose, course requirements, and the grading methodology. During the semester, the internship coordinator or department head may contact the student's supervisor. The primary purpose of this call is to review student's progress and discuss other topics directly related to the internship/co-op opportunity.

A formal evaluation is required of supervisors and a part of the course grade.

The determination of the final grade for an internship will be based on:

- Student's weekly journal (20%),
- Supervisor's evaluation (40%),
- Student's internship report (40%).

PRAIRIE VIEW A&M UNIVERSITY REGISTRATION & SPECIAL APPROVAL FORM Rev. 3/31/08

Term Data				Fall	Summer	Spring
	Student ID#	Major	Classification	Semester/ Year		
Name (Please print)						
	Last	First	MI	Email Address		

Course Selections (First Choice)					Alternate Selections (Second Choice)				
ACTION	CRN AND COURSE AND NUMBER	SEC. #	HRS	COURSE LEVEL	ACTION	CRN AND COURSE NUMBER	SEC. #	HRS	COURSE LEVEL
<i>Circle one below</i>	<i>Example: CRN 10048 MISY 1013</i>	<i>P01</i>	<i>3</i>	<i>UG</i>	<i>Circle one below</i>	<i>Example: CRN 10048 MISY 1013</i>	<i>P03</i>	<i>3</i>	<i>UG</i>
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD OR RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
DD or RE					DD or RE				
				Total Hours					

DD = Drop without record RE=Add course

Student Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

SPECIAL APPROVAL:
Please list course(s) and check box(es) for the appropriate override/approval:

Course(s)	
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- Pre- and/or Co-Requisite Override Approval (**Pre and/or Co-Requisite Overrides must be approved by the dept. head offering the course**)
- Special Approval: Dept Head
- Course Enrollment Capacity Override
- Time Conflict Override Approval (**Please complete back of this form for time conflict override approval**)
- Maximum Credit Hours Approval (Overload approvals require a minimum grade point average of 3.00 for undergraduate students (21 hrs max for any long semester and 12 hrs max for any combined summer sessions) and permission of the dept. advisor for graduate students. (**Please complete back of this form for maximum credit hours approval**))

Dept. Head Signature _____ **Date** _____

Dean Signature _____ **Date** _____
(Dean's signature and processing required for Time Conflict and Maximum Credit Hours Approval)

Note: Per the TAMUS Records and Retention Schedule, departments must retain this document for one year after the close of the registration semester.



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Student Name: _____: ID# _____

Justification for Course Time Conflict Resolution

The above student has extenuating circumstances and has permission to be advised and registered in the following course section(s) that have a time conflict:

Course Name, Number and Section: _____ CRN: _____ Time: _____

Course Name, Number and Section: _____ CRN: _____ Time: _____

The time will be made up for the affected course(s) with the following plan of action:

Justification for Maximum Course Credit Overload

Overload approvals require a minimum grade point average of 3.00 for undergraduate students (21 hrs max for any long semester and 12 hrs max for any combined summer sessions) and permission of the dept. advisor for graduate students.

Course Name, Number and Section: _____ CRN: _____

Cumulative GPA: _____

Students who do not meet criteria for maximum course credit overload as outlined in the university undergraduate or graduate catalog:
