INTERNSHIP APPLICATION GUIDELINES

To all junior, senior and graduate Advertising and Public Relations students: If you plan to enroll in the internship class for the Spring 2016 semester, please follow the steps described below very carefully. It is your responsibility to follow up on these items.

We suggest that you first check the online internship opportunities posted on the Stan Richard’s School of Advertising and Public Relations website before the start of the semester. There are often paid internships opportunities posted—so search and apply early! You may also check the Communication Career Services page for additional resources and internship postings.

ADVERTISING & PR INTERNSHIP LISTINGS
http://advertising.utexas.edu/internships

COMMUNICATION CAREER SERVICES
http://communication.utexas.edu/ccs

STEPS TO APPLYING FOR INTERNSHIP COURSE:

1. MEET REQUIREMENTS
Your internship must meet these department guidelines in order to be approved for course credit:

- No organization may have more than TWO unpaid interns receiving academic credit from our program during a given semester.

- Interns may not use software with UT-Austin licenses during their internship.

- The internship must be between 180 hours and 200 hours throughout the semester. During the summer, greater flexibility in the 200-hour limit is given to paid internships.

- The internship must be highly relevant to the student’s major education (advertising or public relations) and to their future career development.

- The internship duties must be under 20 percent clerical work.

- The internship should take place in an office setting where the student has direct and in person contact with their supervisor. It may not take place in a personal residence.

- All work-related expenses incurred by the intern in the course of their internship need to be paid for or refunded by the organization, unless other financial agreements are made.
2. REGISTERING FOR THE COURSE

Undergraduates: You are required to register for the internship class (CR/NC), before starting necessary documentations for the course. Make sure you have met all GPA and course requirements before you register. You may find the prerequisite courses for undergraduate internships here: http://advertising.utexas.edu/internships/undergraduate-internship-information

Graduate students: You must register for the graduate level class (CR/NC). Make sure you have also met all grade and GPA requirements before you register. You may find the prerequisites for graduate internships here: http://advertising.utexas.edu/internships/graduate-information

3. APPLICATION

After you've secured an internship position (which meets the guidelines mentioned previously), it must be approved to receive credit. You must download the application from the internship website and both you and your supervisor need to complete and sign the corresponding sections. Email the completed application form (one document) to Dr. Isabella Cunningham (Isabella.cunningham@austin.utexas.edu) and copy Luisa Cantu (luisa.cantu@utexas.edu).

4. DEADLINES

You must secure an internship (meeting guidelines) and submit completed application by Wednesday, January 27 by 5 pm.

If everything is submitted on time, you should receive an approval email from Dr. Cunningham no later than Friday, January 29.

It is your responsibility to drop the class if your internship is not approved or you have not met all course prerequisites with the grade and GPA requirements listed online (see step 2).

5. APPROVAL

You will receive an email once the internship has been approved. If you have any questions or problems, please contact:

Luisa Cantu
The University of Texas at Austin
Stan Richards School of Advertising & Public Relations, Internship Coordinator
luisa.cantu@utexas.edu
Office Hours: BMC 4.316 (Friday 10am-1pm)