

# INTERNSHIP APPLICATION GUIDELINES

Dear junior, senior and graduate Advertising and Public Relations students,

If you plan to enroll in an internship course for the Summer 2020 semester, please follow the steps described below carefully.

## 1. SECURE YOUR INTERNSHIP

It is a student's responsibility to secure an internship position to receive academic credits by enrolling in an internship course. The Department and the Communication Career Services Center provide rich resources for students who are in search of internship opportunities. Going forward, all new internship opportunities will be posted on the TXADPR LinkedIn page. In order to access the LinkedIn page, you must list your student affiliation with the Stan Richards School of Advertising and Public Relations on your profile. You may also check the Communication Career Services page for additional resources and internship postings.

ADVERTISING & PR INTERNSHIP LISTINGS (LinkedIn)

<https://www.linkedin.com/groups/2821375>

COMMUNICATION CAREER SERVICES

<https://moody.utexas.edu/career-services>

## 2. MEET INTERNSHIP REQUIREMENTS

Your internship must meet the following requirements to be approved for course credit:

- No organization may have more than TWO unpaid interns receiving academic credits 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 (Spring & Fall semesters); Summer internships only require a minimum of 180 hours.
- The internship must be highly relevant to the student's major education (advertising or public relations) and to their future career development. Clerical/administrative work should not consist of more than 20% of the internship duties.
- 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.

### 3. REGISTER FOR AN INTERNSHIP COURSE

*You should register for the internship course while simultaneously applying for internships.*

Undergraduates: 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: Make sure you have also met all grade and GPA requirements before you register. You may find the prerequisites for graduate internships here:

<https://advertising.utexas.edu/internships/graduate-internships>

### 4. SUBMIT ONLINE APPLICATION

After you have registered for the class and obtained an internship, you must apply online to have your internship approved to receive credit.

The link to the application:

<https://utdirect.utexas.edu/apps/comm/coweb/internships/>

Once you submit the online internship application, it will be automatically sent to Dr. Isabella Cunningham (Internship Program Director) and to your internship supervisor for review. Both Dr. Cunningham and your organization's internship supervisor must approve your internship in order for you to take the course for credit.

It is your responsibility to drop the class if your internship is not approved or you have not met all course prerequisites with the requirements listed above.

### 5. IMPORTANT DEADLINES

- You must secure an internship, have you and your supervisor fill out the online application and submit it by 12 p.m. (central time) on Friday, June 5, 2020.
- No application will be approved by Dr. Cunningham after 12 p.m. (central time) on Tuesday, June 9, 2020.

- Students who did not get their internship approved by the deadline will be automatically dropped by the end of the business day on Tuesday, June 9, 2020.

## 6. APPROVAL

You will receive an automated email once the internship application has been approved or denied by Dr. Cunningham.

Please reach out to Dr. Cunningham if you have any questions or concerns about the status of your internship application.

## 7. INQUIRY

For any questions regarding the internship program and courses, please contact:

**Samantha Wilson**, Internship Coordinator  
Stan Richards School of Advertising & Public Relations  
The University of Texas at Austin  
[srs.internship@gmail.com](mailto:srs.internship@gmail.com)