INTERNERSHIP 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 2017** semester, please follow the steps described below very carefully. It is your responsibility to follow up on these items.

**Internship Postings – LinkedIn**

Going forward, all NEW internship postings will be posted on the Texas AdGrad 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 can request to join the LinkedIn Page [here](https://www.linkedin.com/groups/2821375).

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**

http://communication.utexas.edu/ccs

Please note we will no longer accept for academic credit internship applications with the following companies:

1. Austin Whiskey Company, LLC
2. Austin Film Festival
3. Marketing Matters
4. Renee Trudeau & Associates
5. SXSW (will only be approved if supervised by Jody Arlington)
6. Vision Edge Marketing Consulting

**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**.

- 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:** 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: http://advertising.utexas.edu/internships/graduate-information

### 3. APPLICATION

After you’ve secured an internship position, 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 PDF document) to Angel Hwang (anghwang@utexas.edu).**

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).

### 4. DEADLINES

You must secure an internship (meeting guidelines) and submit completed application by **Friday, January 20, 2017.**

### 5. APPROVAL

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

**Angel Hwang**  
The University of Texas at Austin  
Stan Richards School of Advertising & Public Relations, Internship Coordinator  
anghwang@utexas.edu