

# 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 2019 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 TAPR 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

<http://communication.utexas.edu/ccs>

Please note that we will no longer approve academic credit for internship applications with the following organizations:

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

## 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 semester); Summer internship only requires 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 work should not consist 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

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>

### 4. SUBMIT 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 Ha Young (Sally) Lim ([srs.internship@gmail.com](mailto:srs.internship@gmail.com)).

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 filled out and signed the application and submit it by 5:00 pm on June 7, 2019.
- No application will be approved after 5:00 pm on June 10, 2019.

- Students who did not get their internship approved by deadline will be automatically dropped by 5:00 pm on June 11, 2019.

## 6. APPROVAL

You will receive an email from Dr. Cunningham or Internship Coordinator once the internship has been approved.

## 7. INQUIRY

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

Ha Young (Sally) Lim  
Internship Coordinator  
The University of Texas at Austin  
Stan Richards School of Advertising & Public Relations [srs.internship@gmail.com](mailto:srs.internship@gmail.com)