



TEXAS WOMAN'S UNIVERSITY

MERRILEE ALEXANDER KICK
COLLEGE OF BUSINESS & ENTREPRENEURSHIP

Business Internship Handbook

Steps to Register a Business Internship for Course Credit

To receive academic course credit for your internship you must:

1. Meet with the Business Internship Coordinator to discuss the internship class, requirements, and guidelines.
 - a. Schedule an appointment through [Calendly](#).
2. Secure an internship that aligns with your field of study and the MAK College of Business and Entrepreneurship [Internship Guidelines](#).
3. Download the [Internship Course Registration Approval Form](#) and [Student Objectives](#). After completing these forms and obtaining student and employer signatures, please submit them to your business internship coordinator at shicks10@twu.edu.
4. Once approved and signed by the internship coordinator, they will insert the course code into student planning so you can register for the internship course.

GPA Requirement

To be eligible for internship course registration:

- BBA students must have at least a 2.75 cumulative GPA
- MBA/MSA must have at least a 3.0 cumulative GPA

Programs Eligible for Internship Credit

Bachelor of Business Administration (BBA), Master of Business Administration (MBA), and Master of Science in Accountancy (MSA) have a few options for internship credit.

BBA – BUS 4953 or BUS 4956

- BUS 4953 – 3 credit hours. Must complete at least 150 internship hours during the semester.
- BUS 4956 – 6 credit hours. Must complete at least 300 internship hours during the semester.

MBA – BUS 5953 or BUS 5956

- BUS 5953 – 3 credit hours. Must complete at least 150 internship hours during the semester.
- BUS 5956 – 6 credit hours. Must complete at least 300 internship hours during the semester.

MSA – BUS 5953 – 3 credit hours. Must complete at least 150 internship hours during the semester.

***BBA Accounting and MSA students** – You are only allowed one 3-credit-hour internship at the bachelor level and one 3-credit-hour internship at the graduate level. You are not eligible for the 6-credit-hour option.

Be sure to review the [Accounting Program Internship Directives](#) provided by the accounting department to ensure you comply with the Texas State Board of Public Accountancy.

During the Internship

Before the semester begins, you will be enrolled in a Canvas shell where you will upload your internship acknowledgment, registration form, and student objectives. You will submit a few assignments throughout the semester.

- **Internship Hour Log:** You must keep an [internship hour log](#) throughout the semester. You will also be provided this log in Canvas. You will upload this log at the end of every month to ensure you are on track to complete all your hours. Your supervisor will sign off on these hours.
- **Supervisor Evaluation:** In the last weeks of the semester, your supervisor will complete an [evaluation form](#) about your internship performance. You should go over this evaluation with your supervisor. You will also evaluate your internship experience. This will be submitted in Canvas before the last day of the semester.
- **Final Report:** You will be required to provide a [final report](#) of your internship experience. A guide with questions will be provided for you in Canvas.

Course Credit

Upon completing all required hours and assignments, you will earn academic credit. If you do not meet these requirements, it will not affect your GPA; however, you will not receive the 3 or 6 credit hours you enrolled to complete.

Internship Ethics and Reneging

Please note: When you sign an internship offer, you are committing to showing up and completing the internship. This signed agreement is a contract. Backing out of this contract is called reneging. While not illegal, reneging is unethical and can damage your and TWU's professional reputation. Remember, you are not only representing yourself, but you are also representing the university.

Do not accept an internship unless you fully intend to complete it. Treat your internship like a job, with seriousness and integrity. It is unethical to continue job hunting after you have accepted an offer. You will be required to sign a form stating that you will not quit or change your internship mid-semester.

If you have any questions about workplace ethics, please contact the business internship coordinator.

Contact Information

Shana Hicks (she/her)

Coordinator of Business Internships

Texas Woman's University

MAK College of Business & Entrepreneurship

CFO 506 | 940-898-2728 | shicks10@twu.edu

Schedule an [appointment](#) with me today!

Have you recently completed an internship? Report it [here](#)!



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