



G. BRINT RYAN COLLEGE OF BUSINESS

Finance, Insurance, Real Estate & Law

Internship Course Packet-Summer 2026

FINA 4800 | 5800

FIPL 4800 | 5800

REAL 4800 | 5800

Faculty Course Contact

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Internship Coordinator

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COURSE REQUIREMENTS AND GRADING

The course is pass/fail. You will need a score of 70% or greater to pass.

Work Hours Required: minimum of 240 work hours

Internship Overview: (10% of Grade) Company Name, Supervisor Name, Supervisor Phone, Supervisor Email

Learning Objectives: (10% of Grade) 3-5 Personal Goals for the semester submitted in Canvas

Mid-Semester Report: (20% of Grade) 3-4 pages, double-spaced

Mid-Semester Time Sheet: (15% of Grade) Submitted in Canvas

Final Report: (20% of Grade) 8-10 pages, double-spaced

Final Time Sheet: (15% of Grade) Submitted in Canvas

Student Evaluation: (5% of Grade) Student receives link via email from Handshake toward end of semester

Supervisor Evaluation: (5% of Grade) Supervisor receives link via email from Handshake toward end of semester

Prior to Registration/During Registration Period

1. Request for Academic Credit/Approval Process:

- Submit your Request an Experience in Handshake. Along with other information, you will be asked to submit the following;

- An Offer Letter listing start date/end date, hourly pay rate, and number of work hours per week
 - A document from the company listing the job responsibilities: Email, job description from website
2. International students will be required to submit a [Curricular Practical Training](#) packet once the approval process is complete.
 3. The approval process will be routed electronically to several approvers. The first will be the supervisor you listed in your Experience information. You will be notified after the approvals have been obtained and will be given information regarding enrolling in the class
 4. **Register and pay** for the course through the usual registration process.

Caution: As with any course, failure to make payment in accordance with the Registrar's deadlines will result in you being dropped from the class.

During the Semester

1. Submit your **Internship Overview** in Canvas:
 - Include Company Name, Supervisor name, Supervisor role, Supervisor Phone, Supervisor Email
2. Submit your **Learning Objectives** in Canvas:
 - Learning Objectives **DO NOT** need to be approved by your supervisor
3. Submit a **Mid-Semester Report**:
 - This is a 3-4 page report, double spaced, that captures what you have accomplished during the first half of your internship. Submitted to the internship Canvas course.
4. Submit a **Mid-Semester Timesheet**
 - Download the Timesheet form found on the Canvas course; supervisor initials are required after each week. Submitted in Canvas
5. Submit a **Final Report**:
 - This is an 8-10 page double spaced reflective report covering the entire internship.
 - Submit in Canvas

Suggested topics for report:

 - Describe the company and its history
 - Describe your internship (duties, tasks, responsibilities)
 - Explain what you learned from this experience
 - Describe how your internship relates to your major
 - Describe how the internship may affect your future career
 - Describe how your internship has helped you academically (in the classroom)
 - Discuss how well you were able to accomplish your Learning Objectives
 - Discuss how well you were prepared academically for this position

- Discuss any special training or seminars provided by the employer

6. Submit a **Final Timesheet**

- Download the Timesheet form found on the Canvas course; Supervisor initials are required after each week. Record hours worked each week since the mid-semester Timesheet. Upload to Canvas by the due date reflected on Deadlines Sheet.

7. Complete the **Student Evaluation** you receive at the end of the semester

8. Have your supervisor complete the **Employer Evaluation**

UNT Career Center-FIREL Department Internships General Information

The UNT Career Center-FIREL Internship Course Packet is provided to all students who seek credit for their internships and is included in the Canvas course to outline specific course requirements. While the Career Center does not award academic credit, we do assist faculty supervisors by maintaining the paperwork for those work experiences.

Each academic department has specific requirements for those students desiring internship credit. It is your responsibility to obtain this information.

Unless otherwise instructed, internship or co-op positions should span:

- 15 weeks/minimum 240 hours during the Fall/Spring Semesters
- 10 weeks/minimum 240 hours during the 10-week Summer Session

MID-SEMESTER REPORT AND FINAL REPORT

Failure to submit these reports by the due dates could result in not passing this course.

STUDENT & EMPLOYER EVALUATIONS

Both the **Student Evaluation** and **Employer Evaluation** must be completed prior to the last day of classes or the due date listed on the deadlines sheet in Canvas.

You will be emailed the link, from Handshake, to the student evaluation prior to the due date. Please make sure your preferred email is correct on your UNT Handshake account (you can login to the Experience on Handshake via your MyUNT account)

Your supervisor will be emailed the link, from Handshake, to the employer evaluation. Please make sure we have your supervisor's correct email listed in Handshake (this is especially important if you change supervisors after beginning your internship).

IMPORTANT: Failure to complete your evaluations and/or your required assignments may result in an "I" or an "F" for the course.