

COURSE MKTG 4800.751
Marketing Internship
Online
Fall 2025

Professor: Dr. Chanchal B Tamrakar (CBT)
Office Location: BLB 358B
Office Hours: Available to meet by appointment via zoom/teams
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Please use MKTG 4800 to start your subject line

Other Important Contacts

Internship Coordinator for Marketing
Georgia Weeks – georgia.weeks@unt.edu

Career Coach for all RCOB Graduate Students and Alumni
Brian Hirsch - brian.hirsch@unt.edu

Course Requirements & Submission

Hours Required

- Minimum of 240 Hours
- Paid

Documents and Reports (Details/Deadlines on Canvas; To be submitted as a WORD document on Canvas)

- Learning Objectives
 - Mid Semester Timecard
 - Final Timecard
 - Updated Resume with Internship Experience
 - Final Paper
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Course Description

Supervised work in a job related to student's career objective. Pass/no pass only (letter grade for graduate students).

Objective

Your internship should be used to gain valuable work experience and increase your knowledge in the field of your major. You must seek a position that matches your

major. Especially in a firm or industry where you have an interest in possible permanent employment and where you will gain desired competencies.

There are academic components to this course as well as the work component. Failure to properly complete your academic assignments can result in not passing the course despite fulfilling work requirements for the internship. Assignments may be submitted only once for grading. Take time to ensure you submit a professionally composed written assignment, and that you follow the directions provided in each assignment. For some assignments, I may offer you the opportunity to provide a rough draft for review and critique, which will not be graded. However, any assignment submitted via Canvas will be graded, not reviewed and critiqued and returned to you for a final version. While this is a Pass/No Pass course, failure to complete academic assignments in a correct manner will weigh heavily on whether you pass or not.

You may not receive internship credit for a current job or position unless you:

- Coordinate a special project or research something new that totals to a minimum of 240 hours OR
- Obtain a temporary reassignment of duties for the 240 required hours.

Depending on the time of year your effort may take some time...start early!

Communicating with the instructor: Email to the above email address is usually the fastest and easiest means of communication. I do not use Canvas messages to communicate with students under any circumstances. Unless an email is sent after 9 pm, you should get a response from me the same day unless I am teaching or otherwise engaged. Saturdays and Sundays I may not respond to or review emails.

Any written communication with me should be reviewed for proper spelling, grammar, and punctuation before you send it. You are preparing to enter the professional workforce, and I expect your communications to reflect your readiness to do so. I will not respond to any communication full of spelling, punctuation, or grammatical errors. Do not, under any circumstances, send me an email or other written communication that resembles an informal text message. Those will not be answered.

I will be available for appointments via online videoconferencing platforms such as zoom or teams. All Zoom videoconferences will be recorded. Please do not hesitate to let me know if you need or wish to visit with me about anything related to the course specifically, your academic success, or any career advice I may be able to provide. If there are any issues troubling you that hinder your academic performance, please contact me so I can refer you to the appropriate resources.

ON-SITE VISIT - As time permits, it is possible that your internship coordinator may conduct an on-site evaluation visit. We will schedule a day and time with your company supervisor and (if at all possible) you. The primary purpose of this visit is to discuss the employer's overall satisfaction with your performance and progress. Additionally, we visit in order to maintain and improve the working relationship between UNT and the employer. Contact the Professor Tamrkar if you have any questions or concerns.