

UNT Ryan College of Business

Department of Finance, Insurance, Real Estate and Law (FIREL)

Internship Course Packet-Fall 2025

FINA 4800 | 5800

FIPL 4800 | 5800

REAL 4800 | 5800

GENERAL INFORMATION:

This Course Packet is provided to all students who seek academic credit for an internship and is included in the Canvas course to outline course requirements. Each academic department has specific requirements for students desiring internship credit and it is the student's responsibility to obtain this information. This document does not provide detailed information on all course requirements; please consult your Faculty Instructor or Canvas for details on requirements for each assignment.

FACULTY CONTACTS:

FINA: Dr. Thomas Williams, Thomas.williams@unt.edu

FIPL: Dr. Mark Evers, Mark.Evers@unt.edu

REAL: Marcus Moffitt, Marcus.Moffitt@unt.edu

INTERNSHIP COORDINATOR CONTACT:

RCOB Wilson Jones Career Center: Dr. Kerin Groves, Kerin.Groves@unt.edu

COURSE REQUIREMENTS & DUE DATES:

Learning Objectives:	Submit in Canvas	Tuesday, Sept.2, 2025 or 2 weeks after your start date, WHICHEVER IS LATER
Mid-Semester Report:	Submit in Canvas	Friday, Oct. 10, 2025
Mid-Semester Time Sheet:	Submit in Canvas	Friday, Oct. 10, 2025
Final Report:	Submit in Canvas	Friday, Dec. 5, 2025
Final Time Sheet:	Submit in Canvas	Friday, Dec. 5, 2025
Student Evaluation:	Via Handshake link	Friday, Dec.12, 2025
Supervisor Evaluation:	Via Handshake link	Friday, Dec.12, 2025

Work Hours Required: minimum of **240** work hours

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

SPECIAL INSTRUCTIONS:

- Communication with students and supervisor throughout the semester depends on the correct information being provided in the Handshake Experience Request. Assuring the information is correct is **the student's responsibility**.
- Failure to complete all course requirements as instructed may result in a final grade of "I," "F," or "Non-Pass" for the course.

PRIOR TO / 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 an offer letter listing start date/end date, hourly pay rate, number of work hours per week, supervisor's contact information, and job description.
2. The approval process will be routed electronically to several approvers. The first will be the supervisor you listed in your Handshake Experience Request. You will be notified after all the approvals have been obtained and will be given information regarding enrolling in the class.
3. **International students** must submit [Curricular Practical Training](#) paperwork once the approval process is complete.
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 course.**

DURING THE SEMESTER:

1. **Submit 3 to 5 Learning Objectives for the internship experience**
 - a. Learning Objectives are your professional development goals for the semester that align with your major. They are to be created by the student, not by the employer or supervisor. They are NOT simply a list of your job duties.
 - b. Examples: achieve a better understanding of a process, learn to use a specific software/tool, or gain a certain skill needed in the industry.
2. **Submit a Mid-Semester Report**
 - a. This is a 3 to 4 page report, double spaced.
 - b. Describe what you have accomplished toward your Learning Objectives during the first half of the internship and how well-prepared you were academically to work in this role.
3. **Submit a Mid-Semester Timesheet**
 - a. Download the Timesheet form from the Canvas course and record your hours worked.
 - b. Supervisor initials are required for each work week.
4. **Submit a Final Report**
 - a. Write an 8-10 page, double spaced, reflective paper covering the entire internship experience. Suggested topics to cover:
 - i. Describe the company and its history, mission, and culture
 - ii. Discuss your typical daily tasks and responsibilities during the internship
 - iii. Explain what specific skills you gained or improved through this experience
 - iv. Describe how the internship may affect your future career planning
 - v. Discuss how your internship helps you academically (in the classroom)
 - vi. Explain how thoroughly you accomplished your Learning Objectives
 - vii. Discuss any special training or mentoring provided by the employer/supervisor
 - viii. Share your biggest challenge and your biggest accomplishment

5. Submit a Final Timesheet

- a. Download the Timesheet form from the Canvas course and record your hours worked since the mid-semester Timesheet.
- b. Supervisor initials are required for each work week.

6. Complete the Student Evaluation

- a. You will receive a *user-specific* link by email from Handshake *after* the mid-semester class day, with instructions to complete.

7. Have your supervisor complete the Employer Evaluation

- a. They will receive a *user-specific* link by email from Handshake *after* the mid-semester class day, with instructions to complete.

STUDENT & EMPLOYER EVALUATIONS:

- You will be emailed the link, from Handshake, for the student evaluation. Please make sure your preferred email is correct on your UNT Handshake account.
- Your supervisor will be emailed the link, from Handshake, for the employer evaluation. *Please make sure your supervisor's email is correctly listed in Handshake (this is especially important if you change supervisors after beginning your internship).*
- If information is not correct, it may result in a final grade of Incomplete, Fail, or Non-Pass for the course.

SITE VISIT:

Faculty and/or staff from UNT reserve the right to conduct an on-site visit if needed or requested. The primary purpose of a site visit is to discuss the employer's overall satisfaction with your performance and progress. Additionally, we may do a site visit to maintain and improve the working relationship between UNT and the employer. We will schedule in advance a day and time with your supervisor and, if possible, you.