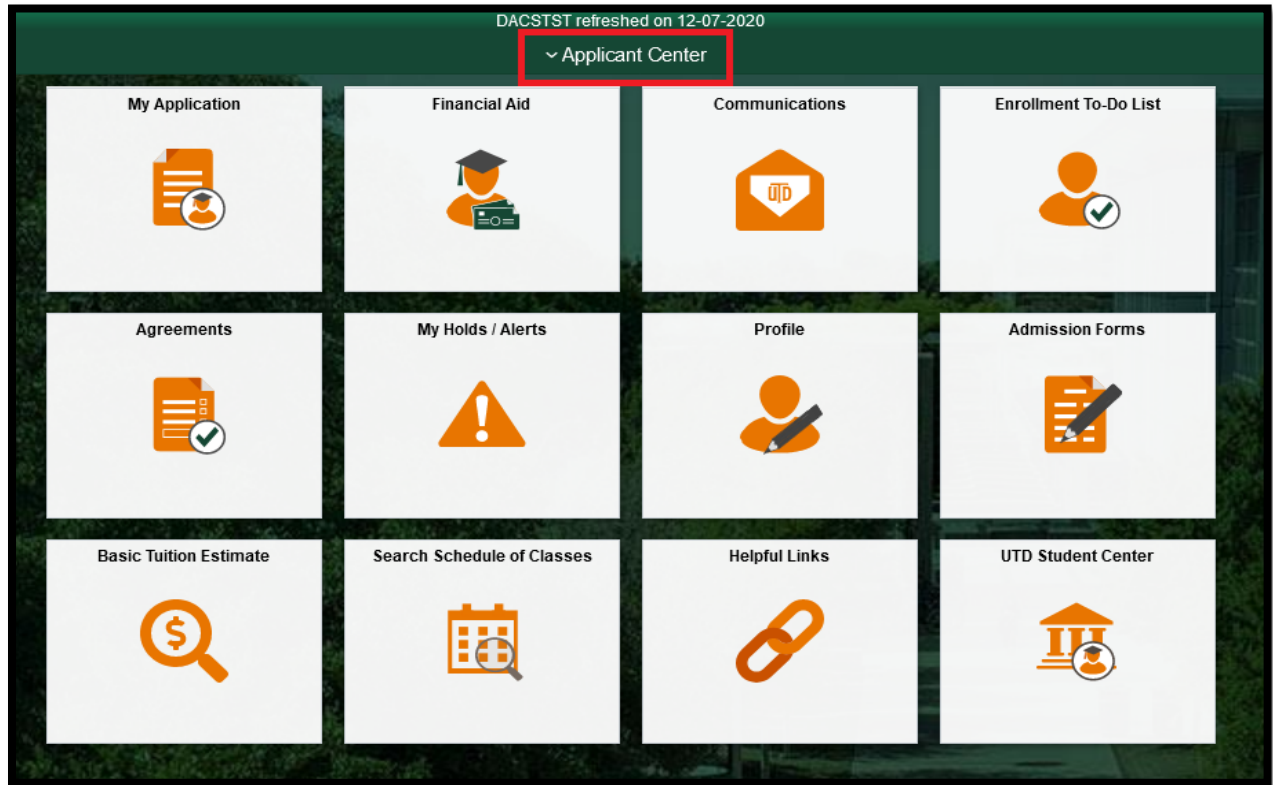


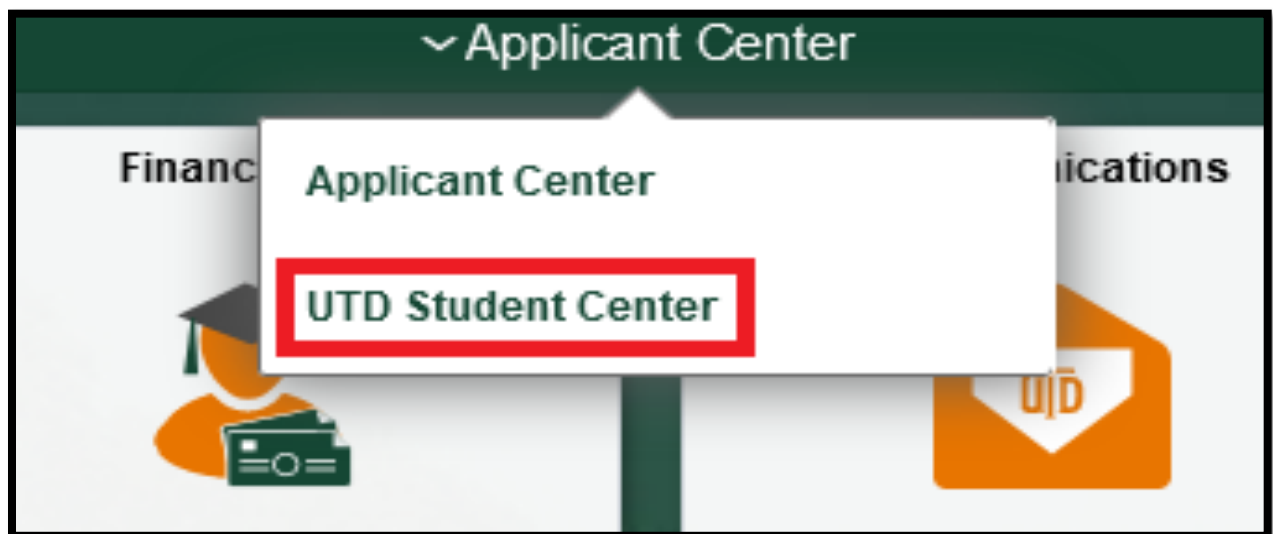


How to Report an Internship/Special Project – US/PR Graduate Students

Step 1 – Locate the Applicant Center Tab



Step 2 – Select UTD Student Center



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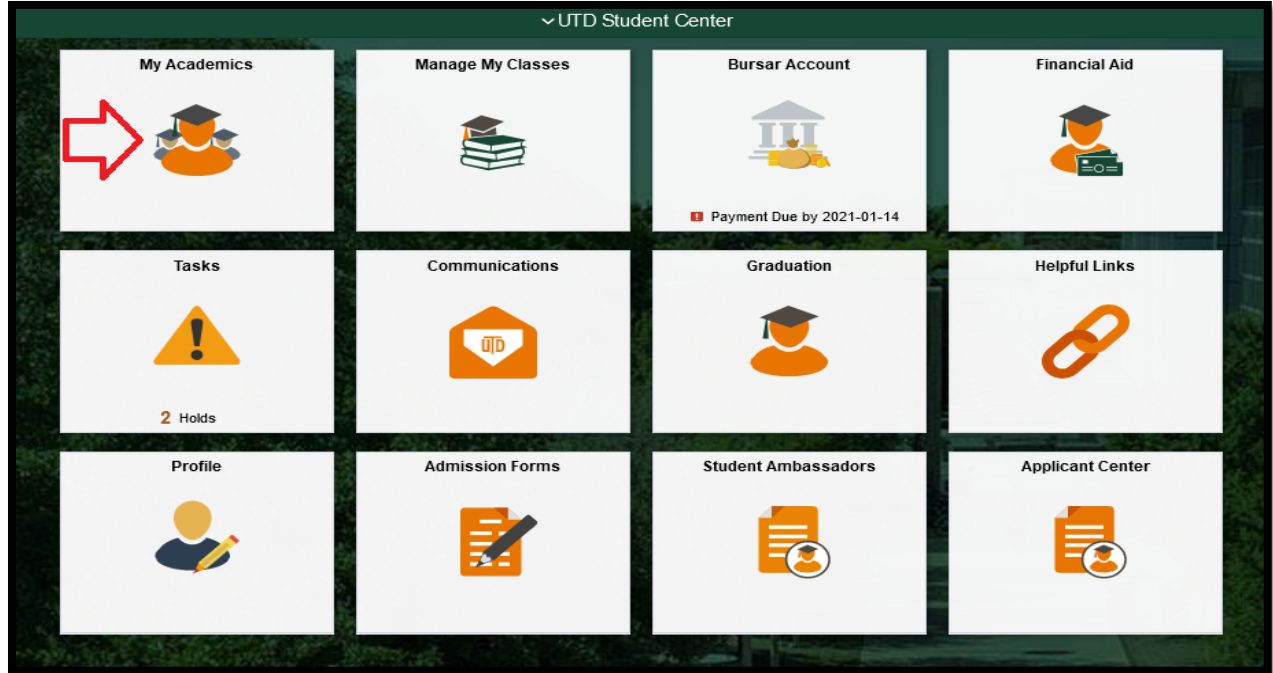
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Step 3 – Select My Academics



Step 4 – Review the Internship Process Information

Congratulations on the internship!
Before you start:

- Have you accepted the offer?
- Do you have the offer letter on company letterhead? Is it signed?
- Do you have a job description for the internship? (If you are currently employed in a role for more than 6 months, upload a description of the special project)
- Have you decided how many credit hours you would like to be approved for?

If **yes**, you are ready to request approval for the internship.

If **no**, refer to the [JSOM Career Management Center website](#) for Q&A.

Reminder: F1 visa students - you must receive your I-20 work authorization prior to starting work

Shruti Hundet

To which program do you want your internship to apply?

What type of Internship will this be?

Will this Internship be located in the United States? Yes

If approved I authorize to be registered for:

When are you graduating?

Which semester will you be registering this internship for?

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Step 5- Fill in the Boxes using the Option tabs and click create new request. Be sure to select *Full Time Job* if you are completing a Special Project.

To which program do you want your internship to apply?

What type of Internship will this be?

Will this Internship be located in the United States?

If approved I authorize to be registered for:

When are you graduating?

Which semester will you be registering this internship for?

Create New Request

Accounting

Full Time Job

Yes

1 CREDIT HOUR

05/14/2022

2021 Fall

To which program do you want your internship to apply?

What type of Internship will this be?

Will this Internship be located in the United States?

If approved I authorize to be registered for:

When are you graduating?

Which semester will you be registering this internship for?

Create New Request

Accounting

Full Time Job

Yes

1 CREDIT HOUR

05/14/2022

2021 Fall

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Step 6 –Attach you Documents. The same Process will be followed for both the Job Description and the Offer Letter

Please upload the **Job Description** document.
 This should include specific skills and activities related to your program/major.
 You may upload the job ad you applied to.
 (Special Project: Currently employed domestic students selecting the Special Project option should add this description)
To Upload the document:

Note: you may upload a .pdf or a Word document.

1. Add a description of the document if desired.
2. Add a comment in the supplied area if desired.
3. Click the **Add** button.
4. Click the **My Device** button.
5. Choose the document you would like to upload.
6. Click the **Upload** button.
7. Click the **Done** button.

You will be able to view your uploaded document at this time, and delete the document if you would like, using the View and Delete buttons.

To Submit:
 Please click the **Submit** button once you are satisfied with the document you have uploaded.

Internship Number 5
 Attachment Type Job Description

Description

Comment

Attachments

Attachment

Add
Cancel

Choose From

My Device

Upload

Clear

Testing Job Description.docx
File Size: 11KB

Internship Number 5
Attachment Type Job Description

Description

Comment

2021489713_DESC_4_29_2021_16_44_22Testing_Job_Description.docx

Attachments

Attachment Testing_Job_Description.docx

View
Delete
Cancel

Submit

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Step 7 – Continue to the Survey Questions

Please upload your Internship Job Description document and your Job Offer document using the button below.

Your Job Description has been uploaded

Your Job Offer has been uploaded

Continue to Internship Questions

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Step 8 – Complete the Survey (The Survey Questions that are included are for an F1 Marketing Student)

Q1.

Job Title

What is the job title for your internship?

Save Progress **Next Question** Next New Question Cancel

Q2.

Company Name

What is the Employer's name? (as shown on your offer letter)

e.g. Best Company LLC

(This should be the employer of record - the employer who pays you, not the client)

Save Progress Previous Question **Next Question** Next New Question Cancel

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Q3.

Salary

What will your expected salary be?

eg \$15.00

Please indicate if rate is per hour, week, month, or other (and specify).

 Per Hour
 Per Week
 Per Month
 Annually
 Other

Q4.

Special Project/Additional Responsibilities

I am currently employed, and will be reporting a special project that meets the internship requirement. I will report the start and end dates for the project, and the total hours expected on this project.

 Yes
 No

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Q5.

New Employment

I am currently employed, and will be reporting part of the first six months in this position in place of an internship.

Yes
 No

Q6.

Acceptance Date

What is the date you accepted the offer? mm/dd/year

(Note: you must have accepted the offer before requesting approval)

Q7.

Start Date

What is the start date of the internship? mm/dd/year

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Q8.

End Date

When will the internship end? mm/dd/year

08/20/2021 



Q9.

Hours Per Week



Indicate the number of hours to be worked per week. (1 - 40)


This cannot be a range.

If more than 40 per week, select 40+.

▼ Search Results

Description 

1

2

3

4

5

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Q10.

Total Hours

What are the total number of hours you expect to have worked by the end of this internship?

Select a range from the drop down menu.



Cancel

Search Results

Description

- 0 - 99
- 100 - 199
- 200 - 299
- 300 or over

Q11.

Company Address

What is your employer's street address?

Include street number, street name, suite number, city, state, zip code (country, if not in the USA)

e.g. 800 W. Campbell Rd., Suite 300, Richardson, TX 75080

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Q12.

Physical Work Address

Is your physical work location the same as the employer address?
If yes, please type "YES"

If not, please give your work location street address. If assigned by your employer to a client location, please include the company name.

Include street number, street name, suite number, city, state, zip code (country, if not in the USA)

e.g. UTDallas, 800 W. Campbell Rd., Suite 300, Richardson, TX 75080

Save Progress Previous Question **Next Question** Next New Question Cancel

Q13.

Supervisor Contact Information

Please provide your supervisor's contact information. If not assigned a supervisor yet, please enter your recruiter contact information.

Include the person's name, job title, email address and phone number.

e.g.
John Smith
Manager, Data Analytics
J.smith@company.com
(972) 883-0000

Save Progress Previous Question **Next Question** Next New Question Cancel

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Q14.

Commitment to Employer

I understand that by accepting this offer verbally or by email that I have made a commitment to this employer for the time frame listed in the offer letter.

I also understand that if I renege (back out of the commitment) on this internship that there are consequences which will result in failure of the Internship/CPT course.

(However, if there are concerns with the employer, experience or type of work, please discuss with CMC or your program director before making a decision.)

Yes
 No

Q15.

I agree to cease the pursuit of additional internship opportunities for **this** semester including emails, phone calls, and interviews.

Yes
 No

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Q16.

Internship Course Enrollment

I understand that if my internship is approved I will be enrolled in the internship course for the number of credit hours approved or the number of hours I requested – whichever is smaller.

Tuition fees must be paid for credit hours.

Yes

No

Q17.

Late Fees

I understand if I am approved, I will be enrolled in either the full term session or the 2nd 5 or 8 week session. If I choose to be enrolled into a session that requires paying a late fee, I must notify Advising.

Yes

No

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Q18.

I understand that I cannot change the number of credit hours for my internship course once registration has been completed.

Yes
 No

Q19.

Internship Course Assignments

I understand that the internship course includes assignments which must be completed by the due date.

Yes
 No

Q20.

Maintaining the GPA Requirement

I understand that if my GPA falls below 3.0 (2.0 for undergrads except accounting) after the internship has been approved, that my internship may be terminated.

Yes
 No

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Q21.

Before you submit:

If you have skipped a question, you will be unable to submit. Also check that the answers are in the format requested.

When all questions have been answered you will see the "submit" button.

Once you submit your request you will be unable to make changes to the survey answers. UCC will be able to make changes for you. You may receive requests to add more information or documents. Please respond promptly to any requests.

Yes
 No

JSOM Internship Questionnaire

You have completed the request questions, please review your answers and click the Submit button

Yes
 No

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