MGMT 484 is open to MGMT majors who have completed MGMT 363 and have a qualifying internship.

Do all internships qualify?
No. While most internships obtained through the Business Career Fair and the TAMU Career Center qualify, we want to confirm that you’ll have the opportunity to gain career knowledge and transferrable skills through a professional-level experience. Therefore, we look for internships that include professional development, practical application of theory, and a supportive work environment with opportunities in problem-solving, research, client contact, teamwork, and more. See reverse for details.

How do I qualify?
- Internship dates must fall within May 13-August 28, 2015, minimum 10 weeks and 350 hours.
- Submit an original offer letter and job description, including employment dates and job duties. Must be on company letterhead. Copies and electronic documentation not accepted.
- Schedule an appointment to submit documentation to Kristi Mora, MGMT 484 course instructor, anytime before the orientation you choose to attend. Bring employer mailing address, phone, and immediate supervisor name and title.
- Attend course orientation on May 6 or May 28 to obtain syllabus and learn about the assignments and the submission process.
- If you cannot or do not attend the required orientation, you cannot take the course.

What course assignments can I expect?
You, with input from your supervisor, will create a learning agreement and document deliverables to be submitted at the end of the summer as evidence of your learning and achievements. You’ll also complete written assignments due every two weeks. Other assignments include performance evaluations by your supervisor and a summary of your experience. Details provided at orientation.

For questions or documentation review, contact:
Kristi Mora
483 Wehner
k-mora@tamu.edu
What makes for a MGMT 484-qualifying internship?

- Internship dates must fall within May 13-August 28, 2015, minimum 10 weeks and 350 hours.
- Student must have daily contact and ongoing guidance in their duties by a practicing professional, receiving regular instruction and feedback, while also being allowed to use some independent judgment.
- The knowledge and experience gained should result from applying theory learned in the classroom to work of significance to the organization and generally transferrable to other organizations.
- No more than 20 percent of the student’s time should be spent handling clerical duties, physical labor, or other responsibilities not typically fundamental to jobs requiring a college degree.
- Student should be developing or honing skills in writing, research, interpersonal communication, coordinating, managing, problem-solving, analyzing, teamwork, client contact, etc.
- There should be NO student-required initial monetary outlay, uncompensated period of work time, or potential financial risk. Student should NOT be required to purchase products/services contingent upon employment, have an unpaid training period (unless working at a non-profit), have the potential to lose a financial investment she/he has made in the company (perhaps owing money at some point during or after the internship), or be in a position that is 100 percent commission.
- Student cannot be self-employed, employed by or reporting to a member of the student’s family, or already working in the job.
- Student cannot take the course for an internship she/he has already begun or completed.
- If the student has previously worked for the organization, job responsibilities must be substantially different from prior experience.
- Upon approval of internship documentation, student must attend one of the two mandatory internship orientations in order to be enrolled in the course.

The course instructor will determine if the preceding requirements are met based on the internship documentation submitted. It is the student’s responsibility to request that the employer include the required information in the required documentation.