Get your internship documented on your transcript.

How?
If you’re a UTSA student interning 100 hours or more per semester in an approved and supervised internship, you can have your internship recorded on your transcript—what’s known as “transcript notation.”

There is no credit involved, so you will not get a grade. You will receive the notation upon successful completion of the internship. If you do not successfully complete either of these, you will not receive the notation.

Transcript notation includes the internship title and organization plus the quarter(s) that you participated.

Benefits:
Transcript notation is free and:
• Helps you determine internship goals, duties, expectations.
• Documents your academically approved internship.
• Relates to employers and graduate schools your extracurricular experiences.
• Prepares you for interviews by helping you recall examples of how your internships influenced your professional growth.

Program Requirements:
• Student must be in good academic standing at UTSA (2.00 GPA)
• Have completed at least 12 semester credit hours of course work
• Be currently enrolled in coursework (6 semester credit hour minimum during the semester prior to the internship-excluding summer)
• Complete all requirements required by the University Career Center and have the internship/co-op approved by the Experiential Learning Coordinator

Forget 10 easy steps; you can get started in 8:
1. Get an approved and supervised internship.
2. Report your Internship via Handshake > Experiences.
3. Complete all fields of the Experiences section and request to be enrolled in the transcript notation program.
4. Download Verification of Hours Form.
5. Receive notification of your approval into the transcript notation program via email within three business days.
6. Student must track and complete at least 100 working hours.
7. Turn in a completed Verification of Hours Completed Form to the University Career Center. This form must be signed by your internship supervisor.
8. Let your internship supervisor know that at the end of the semester, they will need to fill out a supervisor’s evaluation for you. Your supervisor will receive the evaluation link via email and will have 1 week to complete it.

If you have questions about transcript notation or Handshake, call (210) 458-7486 to speak with the Experiential Learning Coordinator or email Internships@utsa.edu.
UTSA Career Center
Academic Transcript Notation Program
Verification of Hours completed

Banner I.D. Number: ___________________ First Name: ___________________ Last Name: ___________________

Semester of Internship: ___________________
Internship Organization: ___________________
Supervisor's Name: ___________________

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TOTAL NUMBER OF HOURS WORKED: ___________________

I certify that I worked the hours as indicated.

STUDENT’S SIGNATURE: ___________________ DATE: ____________

I certify that the above student has worked the hours indicated.
Additional comments: ___________________

SUPervisor’s Name: ___________________ DATE: ____________

**Important: Students must complete a minimum of 100 hours during the semester to receive transcript notation for the experience.

Please return this form to: Internehs@utsa.edu
UTSA Career Center
One UTSA Circle
San Antonio, TX 78249
Fax: (210) 458-4589

For office use only:
Referral of name to registrar’s office for transcript notation: ☐Yes ☐No
If no, reason for non-referral: ___________________