The University of Texas at San Antonio

UTSA. Registrar

Internship Courses

This document outlines how to set up for-credit internship courses in Courseleaf CLSS.

Contents

Policies Related to Internship Courses

Starting in Spring 2026, **<u>internships are no longer required to use the "Off Campus" campus code.</u>**

Internship courses should only use the "Off Campus" campus code if the course has set meetings that occur for all students in the same off-location.

Scheduling For-Credit Internship Courses

Course without a set meeting time

Most internship courses do not have a set course meeting time and involve students completing their internship hours at an off-campus location. In these cases, please select the following:

1. Use the department's "home campus" code. For instance, if the department is housed on the Main Campus, use the "Main Campus" campus code.
2. Select the "Internship Course" section attribute (ZZIN). This code can be used for both undergraduate and graduate courses.

Section Information

Title/Topic	Internship in Finance (Default Value)	Part of Term	Fall/Spring Full Term - 1 (8/25/25 to 12/12)
Section #	001	Campus	Main Campus
Credit Hrs	3	Inst. Method	To be arranged (ID)
Status	Closed	Special Approval	Department approval required
Schedule Type	Internship (DFF)	Grade Mode	Default Value
Final Exam	No Room Needed: Final Online	Exam Group ↻	N/A
Link To	Not linked to other sections	Cross-list With	Select section...
Restrictions	Campus, College, Field of Study - Major ✏		

Section Attributes ✏

Upper Division course
Internship Course

Course Attributes

Upper Division course

Instructor ✏

Instructor Not Assigned

Room ≈ 25Live Room Seek

No Room Needed

Schedule

📅 Does Not Meet

Course with a set meeting time

Although rare, some internship courses may require a set class meeting time. In these cases, select the appropriate Campus location like any other class (Main, Downtown, Internet, etc.).

Section Information

Title/Topic	School Counseling Internship I (Default V)	Part of Term	Fall/Spring Full Term - 1 (8/25/25 to 12/12)
Section #	901	Campus	Internet
Credit Hrs	3	Inst. Method	Online only, at set time (OS)
Status	Closed	Special Approval	Department approval required
Schedule Type	Internship (DIN)	Grade Mode	Normal Grading (Default Value)
Final Exam	No, No Room Needed During Finals Week	Exam Group ↻	N/A
Link To	Not linked to other sections	Cross-list With	Select section...
Restrictions	Campus, Field of Study - Major ✏		

Section Attributes ✏

Grad Doctoral level course

Course Attributes

Grad Doctoral level course

Instructor ✏

Instructor Not Assigned

Room ≈ 25Live Room Seek

Internet Classroom

Schedule

📅 T 6pm-8:45pm ✖