

**St. Petersburg College**  
**Student Internship Checklist**  
**Associate in Science: Building Design and Construction Management**  
**ARCH-AS**  
**BCN 2949- 1-3 Credits**

This course is designed to provide students with major-related, supervised, evaluated practical training work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to three per course.

(Note: The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be taken up to 12 times for a total of 12 credits.)

Before you are enrolled in the internship course, you must meet the following requirements:

- Satisfy all Engineering, Manufacturing and Building Arts AS degree General Education requirements\*
- Completion of all Engineering, Manufacturing and Building Arts Major Support and Core Courses\*
- Complete the [Internship Application](#) before the [application deadline](#).
- Secure an internship related to your major.
- Submit internship placement details using [this form](#).  
[Once your placement is approved, the Human Services program office will register you for the internship course.](#)

\*The Co-Op course should be taken in your final semester of the program, and it can be taken with other final courses needed to graduate

Once your placement is approved, the Engineering, Manufacturing and Building Arts program will register you for the internship course.

For support locating an internship:

- Send your resume to your campus [Career Readiness Navigator](#) for review
- Complete your profile in [HireSPC Titans](#) (See [tutorial](#) on How To)
- Complete the following [Career-Readiness](#) workshops: [Resume Development](#), [Interview Preparation](#), [LinkedIn](#), and [How to get hired](#).
- [Contact Career Services](#) on your home campus.