

St. Petersburg College
Student Internship Checklist
Associate in Science: Business Administration (Management)
BUS-AS
GEB 2940 - 3 Credits

This course allows students a "real world" experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded based on documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments.

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

- Complete at least 30 credits towards the A.S. degree, including the courses listed below
- Cumulative GPA of 2.0 or better
- 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 College of Business will register you for the internship course.

The following courses must be completed with a "C" or better prior to enrolling in an internship course:

Course Prefix, Number, and Title	Credit Hours
MAN 2021 Principles of Management	3
MAN 2340 Supervisory Management	3
MAN 2582 Introduction to Project Management	3

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