St. Petersburg College
Student Internship Checklist
Bachelor of Science: Business Administration (Financial Services)
BUS-BS
MAN 4940- 3 Credits

This course gives the student supervised, practical learning experience in a work setting relevant to his/her program of study. Through course assignments and workplace projects, the student will apply, connect, and extend academic theory and competencies to build professional skills and affiliations.

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

☐ Completion of all major (core) courses, with a minimum grade of "C"
☐ Complete the program courses below and their prerequisites.
☐ 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
ACG 2021 Financial Accounting	3
ACG 2071 Managerial Accounting	3
CGS 1100 Computer Applications	3
ECO 2013 Principles of Macroeconomics	3
ECO 2023 Principles of Microeconomics	3
MAC 2233 1 Applied Calculus I	3
STA 2023 2 Elementary Statistics	3
FIN 4140 Personal Financial Planning	3
FIN 4323 Bank Operations & Management	3
FIN 4414 Corporate Finance	3
FIN 4504 Investments	3
MAN 3503 Managerial Risk Analysis and Decision Making	3
MAR 4413 Sales and Customer Relationship 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

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