

St. Petersburg College
Student Internship Checklist
Public Policy and Administration
PPA-BS
PUP 4949- 3 Credits

These Internship courses give you a “real world” experience with major-related, supervised, evaluated practical work experiences which can be paid or voluntary. You are graded on documented learning you gain through hands-on experience in a work setting and online assignments. You can earn 3 credits for this course working at least 180 on-the-job hours.

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

- Declared Degree/Major and Sub Plan on record
- Complete the program courses below and their prerequisites.
- Minimum cumulative GPA of 3.0
- 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 Public Safety, Public Policy, and Legal Studies will register you for the internship course.

The following courses must be completed with a “C” or better prior to registering for an internship course:

Course Prefix, Number, and Title	Credit Hours
PUP 3002 Introduction to Public Policy and Administration	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