

College Of Business

Business Administration B. S. Degree

Sub-plan: Banking

Student Internship Checklist

MAN 4940 3 credits*

This course gives you a supervised, practical learning experience in a work setting related to your program of study. Through course assignments and workplace projects you will apply, connect, and extend academic theory and competencies for the purpose of building professional skills and affiliations. 3 credit hour = 180 contact hours.

Requirements

- _____ Declared Degree/Major and Sub Plan on Record
- _____ Completion of 90 credit hours towards BAS degree
- _____ Completion of at least 9 credit hours in required major upper division courses
- _____ Cumulative GPA of 2.0 or better

Student's Next Step Checklist

- ☐ Meet the requirements that are listed above.
- ☐ Complete the [Internship Application](#) and create/upload your resume.
- ☐ Begin internship search after receiving approval from Career Services department.
- ☐ Inform the Career Services department when placed.
- ☐ Register for the Internship course, check catalog year for variable credit option.*
- ☐ Attend Orientation conducted by the Career Services department.