

College Of Business

Business (Administration) A.S. Degree

Industrial Management

Student Internship Checklist

GEB 2940 3 credits*

This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical 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 four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments.

Requirements

- _____ Declared Degree/Major and Sub Plan on Record
- _____ Completion of 30 credit hours towards AS degree
- _____ Completion of at least 9 credit hours in required major 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.