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I. MISSION & VISION

**Mission Statement:** The FSU College of Business Internship Programs Office supports experiential learning by encouraging employer internship development and student internship participation; collaborating with departments to provide academic internship course credit; and promoting professional development through unique learning opportunities. The Program specifically targets business students and encourages experiential learning as a complimentary approach to business education while focusing on increasing the quantity and quality of business internship opportunities that lead to permanent employment for College of Business graduates.

**Vision:** Students will enhance their academic and professional skills while making themselves more marketable as they leave academia and enter today’s competitive workforce.

II. DEPARTMENTAL REQUIREMENTS FOR ACADEMIC INTERNSHIP CREDIT

The Florida State University College of Business Internship Program is designed for students who are registered for an internship course and have paid the applicable tuition. Eligible students will be able to enroll in the internship course after successfully obtaining an internship and submitting the COB Internship Course Request and Agreement Form.

**Important Program Highlights:**
- Credit will **NOT** be given for past internships (*students must take the internship course concurrently with the internship*).
- Students are eligible for up to 3 credit hours toward their degree or their major as noted below and must work a minimum of 6 weeks and 120 hours during the term (*the RMI department varies slightly on this requirement*).
- International internships are eligible for up to 6 credit hours.
- Students must be formally admitted to the College of Business and/or have completed the course prerequisites to enroll in a departmental internship course
- Internship courses are **NOT** repeatable under the same program prefix (e.g. ACG, FIN, MAR, etc.). The only exception is for MBA students using GEB 5944 (see guidelines below).
- Academic credit is only allowed for a maximum of two internship experiences per major. The only exception would occur if the student has a double major and has not already completed the internship course in that area.
- **GEB 4941 (General Business Internship)** does not have any course prerequisites and only requires that the student obtain a verified business related internship. This is our only variable credit internship course (*see details below*)

<table>
<thead>
<tr>
<th>Major</th>
<th>Course #</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Accounting | ACG 4941 | • Students must have completed ACG 4632 (Auditing Theory and Application I) and Tax 4001 (Federal Tax Accounting I).  
• Accounting internships do not count as elective credit within the Accounting major. They do, however, count toward the 36 hours of accounting required by the State of Florida for CPA licensure.  
• All Accounting internships are overseen by the Internship Programs Office through a Blackboard course. |
<table>
<thead>
<tr>
<th>Internship Program</th>
<th>Course Code</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrepreneurship</td>
<td>ENT 4943</td>
<td>Students must have completed 9 credit hours of entrepreneurship courses that consist of ENT 2010 - Creating and Managing New Ventures and ENT 2011 – Managing and Harvesting New Ventures (both taken respectively in the fall and spring semesters of first year in the entrepreneurship program) and ENT 3003 - Introduction to Entrepreneurship. Entrepreneurship internships do not count as elective credit within the Entrepreneurship major. They do, however, count as general elective credit towards the 120 hours required for the degree. Entrepreneurship internships are overseen by the Internship Programs Office through a Blackboard course.</td>
</tr>
<tr>
<td>Finance</td>
<td>FIN 4941</td>
<td>Students must have completed FIN 3403 (Financial Management of the Firms) and FIN 3244 (Financial Markets, Institutions, and Intl. Finance Systems). Finance internships do not count as elective credit within the Finance major. They do, however, count as general elective credit toward the 120 hours required for the degree. All Finance internships are overseen by the Internship Programs Office through a Blackboard course.</td>
</tr>
<tr>
<td>General Business</td>
<td>GEB 4941</td>
<td>There are no course prerequisites for the General Business Internship course. General Business internships do not count as elective credit within a business major. They do, however, count as general elective credit toward hours required to graduate. The General Business internship can be taken for variable credit 0 – 3 hours and is overseen by the Internship Programs Office through a Blackboard course. This course can be taken by any student with a verified business related internship.</td>
</tr>
<tr>
<td>Graduate Business Internship</td>
<td>GEB 5944</td>
<td>There are no course prerequisites for the Graduate Business Internship. Students must be formally admitted to the Master of Science in Marketing (MSM), MBA program, or MACC program. <strong>MSM Guidelines</strong> A Marketing Internship is required for the Master of Science in Marketing major. Marketing Internships qualify for three (3) credit hours toward the degree.</td>
</tr>
<tr>
<td>MBA Guidelines</td>
<td>MACC Guidelines</td>
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<tr>
<td>-------------------------------------------------------------------------------</td>
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<tr>
<td>• MBA internships count as elective credit within the MBA major.</td>
<td>• MACC internships count only as non-accounting electives toward the MACC degree.</td>
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</tr>
<tr>
<td>• MBA’s are able to receive up to 6 credit hours over the course of 2 semesters (3 hours per semester) for an approved internship experience.</td>
<td>• Students may count only three (3) credit hours from internship toward completion of the MACC degree.</td>
<td></td>
</tr>
<tr>
<td>• The internship can be with the same organization for both terms or two different organizations as long as the experience meets program guidelines.</td>
<td>• The Accounting department will review all MACC internship requests to determine if the internship is substantive.</td>
<td></td>
</tr>
<tr>
<td>• To receive the full 6 credit hours in one semester, the MBA must be participating in an approved international internship experience.</td>
<td>• The Internship Program’s Office will notify students of the Accounting Department’s decision and next steps, if applicable.</td>
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</tbody>
</table>

All Graduate Business Internships are overseen by the Internship Programs Office through a Blackboard course.

<table>
<thead>
<tr>
<th>Management</th>
<th>MAN 4941</th>
<th>• Students must have completed 6 credit hours of Management, HR, or general business core courses including Organizational Behavior (MAN 3240).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Management internships count as elective credit within the Management and HR majors.</td>
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<tr>
<td></td>
<td></td>
<td>• All Management internships are overseen by the Internship Programs Office through a Blackboard course.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Management Information Systems</th>
<th>ISM 4941</th>
<th>• Students must have successfully completed ISM 4212 (Information for Operating Control and Data Management) prior to enrolling in the MIS internship course.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• MIS internships count as elective credit within the Management Information Systems majors.</td>
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<tr>
<td></td>
<td></td>
<td>• MIS internships are overseen by the Internship Programs Office through a Blackboard course.</td>
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</tbody>
</table>

<p>| Marketing | MAR 4941 | • Marketing students must have completed 6 credit hours of Marketing courses including Basic Marketing Concepts (MAR 3023) and at least one other general business core requirement course for marketing majors. |</p>
<table>
<thead>
<tr>
<th>Program</th>
<th>Course Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Sales</td>
<td>MAR 4946</td>
<td>• Marketing internships count as elective credit within the Marketing major.</td>
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<td></td>
<td>• All Marketing internships are overseen by the Internship Programs Office through a Blackboard course.</td>
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<td></td>
<td></td>
<td>• Professional Sales students must have completed 9 credit hours of Marketing/Sales courses including Basic Marketing Concepts (MAR 3023), Professional Selling (MAR 3400), and one additional MAR course or a general business core course for professional sales majors</td>
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<tr>
<td></td>
<td></td>
<td>• A sales internship is required for the Professional Sales major.</td>
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<td></td>
<td></td>
<td>• All Sales internships are overseen by the Internship Programs Office through a Blackboard course.</td>
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<tr>
<td>Retail Management</td>
<td>(Details Forthcoming)</td>
<td></td>
</tr>
<tr>
<td>Real Estate</td>
<td>REE 4941</td>
<td>• There are no course prerequisites for a Real Estate internship.</td>
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<tr>
<td></td>
<td></td>
<td>• Real Estate internships do not count as elective credit within the Real Estate major. They do, however, count as general elective credit towards the 120 hours required for the degree.</td>
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<tr>
<td></td>
<td></td>
<td>• Real Estate internships are overseen by the Internship Programs Office.</td>
</tr>
<tr>
<td>Risk Management/Insurance</td>
<td>RMI 4941</td>
<td>• Students must have completed 9 credit hours of business/risk management and insurance courses, including RMI 3011 (Risk Management and Insurance).</td>
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<tr>
<td></td>
<td></td>
<td>• RMI internships count as elective credit within the major.</td>
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<tr>
<td></td>
<td></td>
<td>• RMI internships are approved and overseen by Dr. Cassandra Cole and individual faculty advisors. Students interested in registering for the RMI 4941 Internship course should contact Dr. Cole at <a href="mailto:ccole@business.fsu.edu">ccole@business.fsu.edu</a>.</td>
</tr>
<tr>
<td>Hospitality</td>
<td>HFT 3941r</td>
<td>• Students must be formally admitted to the Dedman School of Hospitality</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A hospitality internship is required for the Hospitality major.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Hospitality Internships are managed and overseen by the Dedman School of Hospitality. Contact: Alishia Pitrowski, Director of Industry Relations, Dedman School of Hospitality Contact Info: <a href="mailto:ahpiotrowski@business.fsu.edu">ahpiotrowski@business.fsu.edu</a> or 850-644-4787</td>
</tr>
</tbody>
</table>
III. WHAT QUALIFIES AS A LEGITIMATE INTERNSHIP EXPERIENCE FOR ACADEMIC CREDIT?

What is an Internship?

“An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

-National Association of Colleges and Employers (NACE)

Criteria for an Experience to Be Defined as an Internship

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

For more information about the NACE Internship Statement please go to http://www.naceweb.org/connections/advocacy/internship_position_paper/.

IV. FREQUENTLY ASKED QUESTIONS

1. How can I find an internship?

Visit http://business.fsu.edu/students/internships/for-students#find for college/university recommendations and additional resources. The Internship Program’s Office shares information electronically on a weekly basis and is always available to assist in your search. **Please note that our office DOES NOT do job placements.**

2. How can I find an international internship?

The following resources are highly recommended.

   - FSU International Programs Office - http://international.fsu.edu/About%20Us/About%20Us.aspx#
   - Going Global – Access Via Blackboard/Secure Applications
   - SeminoleLink – Access Via Blackboard/Secure Applications or Career Center homepage

3. Can the Internship Program’s Office help me find an internship even if I am NOT seeking academic credit?

Yes. Although we highly recommend that you seek to obtain credit for your internship, it is not required for all majors. Therefore, the Internship Program’s Office is happy to assist ALL College of Business majors in
your internship search even if you are not seeking credit. We are strong proponents of the resources listed above and are happy to communicate with you in person, via phone, and/or electronically. Typical office hours are Monday – Friday 9 a.m. – 5 p.m. and general inquiries can be sent to internships@business.fsu.edu or 850-644-8495. Also note that we work closely with the FSU Career Center – www.career.fsu.edu - and also encourage students to use all the resources that they provide.

4. **Can I use my part-time job or full-time job as an internship for academic credit?**
   Yes, as long as certain stipulations are met:
   - Supervisor must be fully aware that the opportunity is education-centric; understand that you will be reflecting on your experiences via an internship course; and demonstrate via formal application that he/she understands the difference between a job and an academic internship.
   - In consultation with your work supervisor, students must set learning objectives related to your major that push you beyond your everyday duties.
   - The supervisor must be willing to not only oversee your regular work, but also ensure that the learning objectives are met, fill out a mid and end of term evaluation, and be willing to host a possible site visit or follow-up call by a campus representative, if applicable.
   - Administrative tasks must be minimal
   - Student should also be given exposure to multiple aspects of the organization and be able to discover how the organization functions on both a macro and micro level.

   Essentially, the Internship Program’s Office must receive complete buy-in from your supervisor. If our office determines via application and communication with the employer that these criteria will be met and that you meet the departmental guidelines set forth, you will be eligible to receive academic credit.

5. **I hold a position in my student organization that requires me to work closely with my chapter advisor on a consistent basis on issues relevant to my current major (e.g. developing a marketing plan, etc.). Can I use this as an internship for academic credit?**
   Yes, as long as the stipulations listed above in question #4 are met.

6. **What if my internship is business related, but not specifically to my current major? Can I still earn academic internship credit?**
   Yes, students are eligible for general business internship credit under GEB 4941 as long as the internship is business related and the course has not been taken before.

7. **Does getting academic credit mean I must enroll in an actual class?**
   Yes. Internship courses are administered via Blackboard and still follow university rules related to tuition fees, and etc.

8. **Is credit offered for an internship completed in the past?**
   No. The internship course must be taken concurrently with the internship.

9. **Is credit required for all College of Business majors?**
   No. Internship credit can be taken as an elective if the student chooses. The only COB majors that currently require an internship are Professional Sales, Hospitality, and the Master of Marketing (MSM).

10. **Does the College give academic credit to students that have a business minor?**
    Yes, the GEB 4941 – General Business Internship course - applies to business minors and students not formally admitted to the College as long as they have secured a business related internship.

11. **How many credits can I receive for my internship?**
    The College of Business offers up to three (3) credit hours per internship. International Internships can receive up to 6 credit hours.
12. I am interning virtually with a company headquartered abroad, am I eligible to receive the 6 credit hours for an international internship?
No. To receive the 6 credits for an international internship, you must be physically in that country.

13. Can I get my internship recognized on my transcript without receiving academic credit or paying the tuition?
Yes. Undergraduates can opt to take the GEB 4941 - General Business Internship course for variable credit (0, 1, 2, or 3). If taken for 0-credit hours, the student would still be enrolled in an online course, but not receive any academic credit, only recognition (or notation) on their official transcript. The benefit to the student would be formal notation on the official transcript that a legitimate internship experience was completed.

***Special Note: Students enrolled in other coursework during the semester may enroll in a 0-credit hour internship course with no additional tuition or fees. Students enrolling in a 0-credit hour internship as their only course during the semester will be charged tuition and fees for 1 credit hour. Please check with the financial aid office for official financial aid rules and details – www.financialaid.fsu.edu.***

~This is the only variable credit hour internship course offered by the College of Business.~

14. I’ve utilized all of my COB internship options, but have obtained another opportunity. I know I should always highlight my experiences on my resume, but are there any other options that will allow me to get my additional internship recognized either on my transcript or via a university certificate program? Yes. The FSU Career Center offers two internship recognition programs – Experiential Certificate Program (ECP) and Experiential Recognition Program (ERP). To learn more, visit http://www.career.fsu.edu/ecp or http://www.career.fsu.edu/erp.

15. Can I get credit for a second internship?
Yes, a student can do a second internship. However, it will only count as general elective credit and must be completed under the GEB 4941 course. The only exception would be if the student has a double major. Regardless, students cannot repeat the same internship course.

16. Can I receive academic credit for an unpaid internship?
Yes, students may receive academic credit for paid or unpaid internship experiences. Note that sales majors are encouraged to accept paid internships only.

17. Can I receive more than 3 credit hours for my internship?
Yes. Students approved for an international internship can receive up to 6 credit hours via the College of Business. We typically work closely with the Internship Coordinator in the FSU International Program’s Office to make this work. MBA students are also eligible to receive up to 6 credit hours for an internship (see guidelines for additional details).

18. What is the deadline date to register for academic internship credit?
Students must enroll for internship course credit prior to the end of drop/add; however, if extenuating circumstances exists, late registration can be requested up until the 7 weeks of classes. All late registration requests are approved on a case-by-case basis and at the sole discretion of the Internship Programs Office. If approved, note that you may be charged a late registration fee by the university. All finance related questions should be directed to the Financial Aid Office for additional follow-up. (See course registration calendar for additional details)

19. How are the internship courses graded?
All course are S/U (Satisfactory/Unsatisfactory) except the Marketing Internship (MAR 4941) and the Professional Sales Practicum (MAR 4946). Those two courses are letter graded (A-F).
20. **If I enroll in the internship class for academic credit, do I have to physically come to a campus?**
   No. This course is administered online via Blackboard and all assignments can be submitted electronically. Therefore, your internship could be anywhere in the world!

21. **What does the internship course involve?**
   The internship courses are designed to complement your internship experience. Therefore, assignments will allow us to monitor your experience and give you the opportunity to reflect while enhancing your professional development skills. Sample assignments include, but are not limited to, learning objectives, employer profile, midterm evaluation, final evaluations, and a reflection paper.

V. **HOW DO I ACTUALLY RECEIVE ACADEMIC INTERNSHIP CREDIT?**

Once you’ve secured an internship, complete the following steps in order to receive academic internship credit:

1. Go to the College of Business Internship page at [http://business.fsu.edu/students/internships/for-students](http://business.fsu.edu/students/internships/for-students) and scroll to the “Guidelines and Requirements” section. Review carefully.

2. Fill out and submit the “Internship Course Request and Agreement Form.” [business.fsu.edu/internshipcourserequest](http://business.fsu.edu/internshipcourserequest)

3. Ask your internship site supervisor (or point of contact) to complete the Employer Internship Confirmation Form found at [business.fsu.edu/employerinternshipconfirmation](http://business.fsu.edu/employerinternshipconfirmation). *(It is the student’s responsibility to provide this link to the supervisor and to follow-up to ensure that it is submitted in a timely manner.)*

4. Once the Internship Programs Office receives the Internship Course Request and Agreement Form and the Employer Internship Confirmation form, we will review and provide follow-up within 2 business days from the date that we receive ALL information. If approved, you’ll be given the appropriate permissions to enroll in your designated internship course.

5. Note that it is your responsibility to take care of all tuition/fees set forth by the university within a timely manner. The Internship Programs Office DOES NOT handle financial aid issues. Therefore, you should contact them directly with any questions or concerns in that regard. [www.financialaid.fsu.edu](http://www.financialaid.fsu.edu).

6. Internship and course related questions can be directed to [internships@business.fsu.edu](mailto:internships@business.fsu.edu) or 850-644-8495.