



FLORIDA STATE UNIVERSITY
COLLEGE OF BUSINESS
Internship Programs Office

***Internship Programs Office Policies and Procedures:
STUDENTS***

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I. MISSION & VISION

Mission Statement: The FSU College of Business Internship Programs Office supports experiential learning by encouraging employer internship inclusion 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 **simultaneously** with the internship*).
- Students are eligible for up to 3 credit hours toward their degree or their major as noted in the course chart on page 4 and must work a minimum of 6 weeks and 120 hours during the term (*the RMI department requires 6 weeks and 250 hours minimum*). The General Business internship can be taken for variable credit (0-3 hours or 6 hours) and is overseen by the Internship Programs Office through a Canvas course. To receive your desired credit hours, you must meet the following work requirements:

Credit Hour	Work Requirement
0 - (<i>transcript recognition/notation</i>)	3 weeks & 60 hours minimum
1	4 weeks & 80 hours minimum
2	5 weeks & 100 hours minimum
3	6 weeks & 120 hours minimum
6	6 weeks and 240 hours minimum

Check with the Internship and Career Services office or visit <https://business.fsu.edu/students/internships/for-students#guidelines> for any exceptions to these guidelines.

- International internships are eligible for up to 6 credit hours.
- Students must have completed the course prerequisites as outlined below to enroll in a departmental internship course.
- Internship courses are **NOT** repeatable under the same program prefix (e.g. ACG, FIN, MAR, etc)
- 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. Students in the MBA program can only do 1 internship for credit.
- ****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*)

Major	Course #	Requirements												
Accounting	ACG 4941	<ul style="list-style-type: none"> • 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 Canvas course. 												
Finance	FIN 4941	<ul style="list-style-type: none"> • 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 Canvas course. 												
**General Business	GEB 4941	<ul style="list-style-type: none"> • 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 Canvas course. • To receive your desired credit hours, you must meet the following work requirements: <table border="1" data-bbox="868 1388 1419 1602"> <thead> <tr> <th>Credit Hour</th> <th>Work Requirement</th> </tr> </thead> <tbody> <tr> <td>0 - (<i>transcript recognition/notation</i>)</td> <td>3 weeks & 60 hours min.</td> </tr> <tr> <td>1</td> <td>4 weeks & 80 hours min.</td> </tr> <tr> <td>2</td> <td>5 weeks & 100 hours min.</td> </tr> <tr> <td>3</td> <td>6 weeks & 120 hours min.</td> </tr> <tr> <td>6</td> <td>6 weeks and 240 hours min.</td> </tr> </tbody> </table> • This course can be taken by any student with a verified business related internship 	Credit Hour	Work Requirement	0 - (<i>transcript recognition/notation</i>)	3 weeks & 60 hours min.	1	4 weeks & 80 hours min.	2	5 weeks & 100 hours min.	3	6 weeks & 120 hours min.	6	6 weeks and 240 hours min.
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<p>Graduate Business Internship</p>	<p>GEB 5944</p>	<ul style="list-style-type: none"> • 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. <p><u>MSM Guidelines</u></p> <ul style="list-style-type: none"> • A Marketing Internship is required for the Master of Science in Marketing major. • Marketing Internships qualify for three (3) credit hours toward the degree.
		<p><u>MBA Guidelines</u></p> <ul style="list-style-type: none"> • MBA internships count as elective credit within the MBA major. • Students may count only three (3) credit hours from internship toward completion of the MBA degree. • The MBA Program Director will review all MBA internship applications to determine if the internship is substantive and worthy of approval. • The Internship Program’s Office will notify students of the decision and next steps, if applicable. <p><u>MACC Guidelines</u></p> <ul style="list-style-type: none"> • MAcc internships count only as non-accounting electives toward the MAcc degree. • Students may count up to six (6) credit hours from internship toward completion of the MAcc degree (e.g. <i>Participate in two separate internships over the course of two semesters for 3 credit hours each or continue with the same internship into an additional semester for 3 credits each term.</i>) • The Accounting department will review all MAcc internship requests to determine if the internship is substantive and eligible for approval. • The Internship Program’s Office will notify students of the Accounting Department’s decision and next steps, if applicable. <p>All Graduate Business Internships are overseen by the Internship Programs Office through a Canvas course.</p>

Management	MAN 4941	<ul style="list-style-type: none"> • Students must have completed 6 credit hours of Management, HR, or general business core courses including Organizational Behavior (MAN 3240). • Management internships count as elective credit within the Management and HR majors. • All Management internships are overseen by the Internship Programs Office through a Canvas course.
Management Information Systems	ISM 4941	<ul style="list-style-type: none"> • Students must have successfully completed ISM 4212 (Information for Operating Control and Data Management) prior to enrolling in the MIS internship course. • MIS internships count as elective credit within the Management Information Systems majors. • MIS internships are overseen by the Internship Programs Office through a Canvas course.
Marketing & Professional Sales	MAR 4941	<ul style="list-style-type: none"> • Students must have completed 6 credit hours of Marketing/Sales courses. Those courses must include Basic Marketing Concepts (MAR 3023) and at least one other 3 credit hour general business core requirement course for sales/marketing majors. In addition, Professional Sales Majors must also have completed MAR 3400 (Professional Selling). • This course counts as elective credit within the Marketing major. It is a required course for students majoring in Professional Sales. • All Marketing and Professional Sales internships are overseen by the Internship Programs Office through a Canvas course.
Real Estate	REE 4941	<ul style="list-style-type: none"> • There are no course prerequisites for a Real Estate internship. • 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. • Real Estate internships are overseen by the Internship Programs Office through a Canvas course.
Risk Management/Insurance	RMI 4941	<ul style="list-style-type: none"> • Students must have completed 9 credit hours of business/risk management and insurance courses, including RMI 3011 (Risk Management and Insurance). • RMI internships count as elective credit within the major. • RMI internships are approved and overseen by the Internship Programs Office. RMI interns must also work at least 6 weeks AND 250 hours in an RMI related internship position.

Hospitality	HFT 3941r	<ul style="list-style-type: none"> • Students must be formally admitted to the Dedman School of Hospitality • A hospitality internship is required for the Hospitality major. • 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: ahpiotrowski@business.fsu.edu or 850-644-4787
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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.nacweb.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 - <https://international.fsu.edu/Internships.aspx>
- Going Global – Access Via Secure Applications
- SeminoleLink – Access Via 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 advocates of the resources listed above and are available 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 completion of the Employer Internship confirmation form demonstrating that he/she understands the difference between a job and an academic internship.
- With the assistance of your internship supervisor, students must set learning objectives related to their specific major. Great learning objectives include opportunities that empower the student to develop and that drive the student to produce outcomes beyond the mundane.
- The supervisor must be willing to not only oversee your regular work, but also ensure that the learning objectives are met, complete a mid and end of term evaluation, and be willing to host a potential 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 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 online via Canvas 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 simultaneously with the internship. We do not offer retroactive internship credit.

9. ***Is credit required for all College of Business majors?***

No. Internship credit can be taken as an elective if the student chooses. Check with your academic department to see if the internship is required for your major.

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 receive credit for multiple internships?***

Yes! If you have two internships, you can obtain up to 3 credit hours from our General Business Internship course (GEB 4941) and 3 credit hours from the internship course that corresponds with your major (e.g. MAR 4941, REE 4941, and etc.). If you have a double major, it is possible to obtain an internship for each major and one using the general business internship course. Therefore, with this scenario, it is possible to receive up to 9 internship credit hours prior to graduation for 3 internships. Contact the Internship & Career Services Office to discuss any other possible exceptions. Please note that students in the MBA program can only do 1 internship for credit and it must be approved by the program director.

16. ***Can I receive 6 credit hours for one internship?***

It depends. Internship courses offered through the College of Business generally provide up to 3 credit hours for at least 6 weeks and 120 hours of work. If your internship experience will last more than 6 weeks and 240 hours, you may qualify to receive up to 6 credits. To do so, you must meet course prerequisites and

your employer's confirmation must verify the hours and duties as they relate to your major and the course(s) you requested. To achieve this, some student's may opt to apply for 6 credit hours of GEB 4941 or apply for enrollment in two internship courses (e.g. MAR 4941 and GEB 4941). Once you begin the application process, you will be able to select the course(s) that you desire to enroll. Note that internship courses in the College of Business CANNOT be repeated. To learn more click [here](#).

17. ***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.

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 & Professional Sales Internship (MAR 4941). That class is 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 Canvas 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 have secured an internship, you **MUST** receive approval from the COB Internship & Career Services Office before you can enroll in an internship course. Instructions are listed below.

1. Go to the **Internship Guidelines and Requirements** and read the information carefully to make sure you qualify for the course(s) you'd like to enroll. If you are [interning abroad](#) or are an [international student](#), please make sure you read the additional guidelines outlined at the links provided.
2. Complete the **Internship Course Request and Agreement Form**. As you complete, please read the information carefully to ensure that you select the appropriate options. Additional details concerning [credit hours](#), [financial aid](#), [late registration](#), and [course content/grading](#) can be found at the links provided.

**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.

1. Internship and course related questions can be directed to internships@business.fsu.edu or 850-644-8495.