



Student Internship Program Policies and Procedures

TABLE OF CONTENTS

INTRODUCTION	3
Internship Programs	3
Center for Professional Success (CPS)	3
INTERNSHIP GUIDELINES FOR ACADEMIC CREDIT	3
General Overview	3
Qualifying Employment.....	3
Course-specific Stipulations	3
Work-specific Stipulations	4
Internship Course Conditions and Requirements.....	4
Course Prerequisites	4
Internship Work Experience.....	4
College of Business Internship Courses	5
Example Job Duties & Responsibilities for Each Internship Course	6
Academic Timelines and Deadlines.....	6
Internship Course Application Process	6
Internship Courses.....	7
Internship Course Grading Scheme.....	8
Elements Included in the Grading Scheme	8
Points	8
Work hours	8
Final Work Performance Evaluation	9
Grading Criteria.....	9
Incomplete Grades.....	10

INTRODUCTION

Internship Program

The Internship Program empowers undergraduate and graduate students to maximize experiential learning opportunities contributing to their successful transition to the highly competitive workforce. Students are introduced to business-focused tools and strategies and reflect on ways their academic coursework relates to the practical work setting.

Business Career Services (BCS)

Internships operate within Business Career Services (BCS) at the College of Business, which offers business students various services and resources to identify career opportunities, develop the necessary skills, and engage with the business community. A vital component of that mission is to support student experiential learning. Specifically, BCS encourages student-employer participation in unique learning opportunities to complement a student's business curriculum and promote professional development. BCS also collaborates with other units in the college to provide academic internship course credit commensurate with employment. Through meaningful internship experiences, the college seeks to enhance its graduates' career opportunities and placements.

INTERNSHIP GUIDELINES FOR ACADEMIC CREDIT

General Overview

Upon satisfactory completion, all College of Business internship courses may be used to meet one (1) Scholarship in Practice (SIP) or Formative Experience (FE) liberal studies graduation requirement. College of Business students can receive transcript recognition or earn academic credit for their internship experience provided that: (a) internship employment satisfies specific work and educational conditions, (b) the student meets the prerequisite requirements for the course, (c) students enroll in an internship course simultaneously with their internship work experience, (d) students pay applicable tuition and fees, and (e) students complete course requirements needed to earn a passing Satisfactory (S) grade.

Qualifying Employment

In considering whether employment arrangements qualify for internship course academic credit, the college adopts the framework provided by the National Association of Colleges and Employers (NACE):

“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.”¹

Course-specific Stipulations

The following course-specific stipulations apply to students earning academic credit for internships:

¹ For more information about the NACE Internship Statement please go to: <https://www.nacweb.org/about-us/advocacy/position-statements/position-statement-us-internships/>

- Internships must span at least 6 weeks and satisfy the minimum hour requirements corresponding to the course credit hours (see below).
- Undergraduate students are limited to a maximum of 9 hours of internship credits from the College of Business.
- GEB internship courses may be repeated, provided the work experience involves a notable change in job duties, responsibilities, and learning objectives. However, major-specific internship courses are not repeatable.
- All academic credit courses aligning with business majors are offered for 3 academic credit hours. However, Undergraduate General Business Internship (GEB 4941) may be taken for variable credit (0-6 hours).

Work-specific Stipulations

The following work-specific stipulations apply to students earning academic credit for internships:

- Undergraduate students with existing part-time jobs may utilize their work experience, provided employment meets the qualifying internship employment criteria and College of Business Internship criteria (e.g., integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting).
- Students must not work in employer's homes.
- Student interns working with family or family-owned companies and organizations must be assigned to non-relative supervisors.
- Students are not permitted to intern in residential door-to-door sales roles.
- Students are not permitted to intern for a company or organization for which they hold an executive leadership position. Registered Student Organization leadership roles are an exception since university faculty or staff perform direct supervision and mentorship.

Internship Course Conditions and Requirements

Students should apply for an internship course that meets prerequisite requirements, best meets their academic goals, and aligns with the internship experience. The internship course listing and guidelines in Figure 1 provide students with details that are helpful in course enrollment request decision-making.

Course Prerequisites

- Students enrolled in prerequisite courses may be "Conditionally Approved" for enrollment provided the student earns a passing grade in the prerequisite course.
- Students who have not yet met course prerequisites may opt to request enrollment in GEB 4941, which counts for general business elective credit.

Internship Work Experience

Students requesting enrollment in a major-specific internship course must have duties and responsibilities corresponding to that field of study (See examples below).

College of Business Internship Courses

Figure 1

	Major	Course Prefix & Number	Elective Type	Credit Hours	Work Hours	Pre-requisite 1	Pre-requisite 2	Additional Information
Undergraduate Courses	Accounting	ACG 4941	General	3	150	ACG 4632: Auditing Theory and Application I	Tax 4001: Federal Tax Accounting I	Counts toward 30 hrs of upper division accounting required by the State of Florida for CPA licensure
	Finance	FIN 4941	General	3	150	FIN 3403: Financial Management of the Firms	FIN 3244: Financial Markets, Institutions, and International Finance Systems	N/A
	General Business	GEB 4941	General	Variable credit 0-6	N/A	N/A	N/A	Students must complete at least the minimum number of work hours to earn academic credit. Credit hours cannot be changed after the final enrollment deadline.
				Credit Hours: Work Hours				
				0 : 60 or More				
				1 : 90 or More				
				2 : 120 or More				
				3 : 150 or More				
				4 : 180 or More				
				5 : 210 or More				
				6 : 250 or More				
	Management	MAN 4941	Major	3	150	MAN 3240: Organizational Behavior	3 credit hours of management, HR, or major-specific general business core courses	N/A
Graduate Course	Management Information Systems	ISM 4941	Major	3	150	ISM 4212: Information for Operating Control and Data Management	N/A	N/A
	Marketing	MAR 4941	Major	3	150	MAR 3023: Basic Marketing Concepts	3 credit hours of marketing major-specific general business core courses	N/A
	Professional Sales	MAR 4941	Major REQUIREMENT	3	150	MAR 3023: Basic Marketing Concepts	MAR 3400: Professional Selling	Professional Sales Graduation Requirement
	Real Estate	REE 4941	General	3	150	N/A	N/A	N/A
	Risk Management & Insurance	RMI 4941	General	3	150	RMI 3011: Risk Management and Insurance	6 credit hours of Risk Management and Insurance major-specific general business core courses	N/A
	MBA	GEB 5944	General	MBA: 3	150	Master's Department Approval Required	N/A	The experience must strongly reinforce the key concepts learned throughout the coursework to qualify as a graduate-level intern. Graduate students may not use full-time employment as an internship for academic credit.
	MAcc			MAcc: 6				
	MS-BA			MS-BA: 3				
	MSF			MSF: 3				

Example Job Duties & Responsibilities for Each Internship Course

ACG 4941 - Accounting Internship

- Financial statement preparation
- Audit financial statements
- Tax preparation & planning
- Accounting information system design
- Compliance Analysis

MAR 4941 - Marketing Internship

- Strategic marketing planning
- Client relations and research
- Promotion and event planning
- Idea generation and screening
- Supply chain analysis

FIN 4941 - Finance Internship

- Investment banking
- Financial statement analysis
- Bank management
- Brokerage activities
- Financial planning

MAR 4941 - Professional Sales Internship

- Target market research
- Cold calling and prospecting
- Relationship development
- Key account management
- After-sale service

MAN 4941 – Field Study in Business or Human Resources Management

- Business plan development
- HR analysis and compliance
- Project management
- Performance Improvement
- Management training programs

REE 4941 - Real Estate Internship

- Participating in market analyses
- Surveying financing terms
- Mortgage loan evaluation
- Inspecting properties
- Performing appraisal functions

ISM 4941 – Field Study in Management Information Systems

- Gathering, organizing & analyzing data
- Reporting or presenting data findings
- Evaluating & documenting business processes
- Analyzing organizational performance
- Working on collaborative team projects

RMI 4941 - Risk Management/Insurance Internship

- Processing new client enrollments & renewals
- Compile and evaluate organizational data
- Agency marketing and promotion
- Evaluate financial risk factors
- Identifying operational risks

Academic Timelines and Deadlines

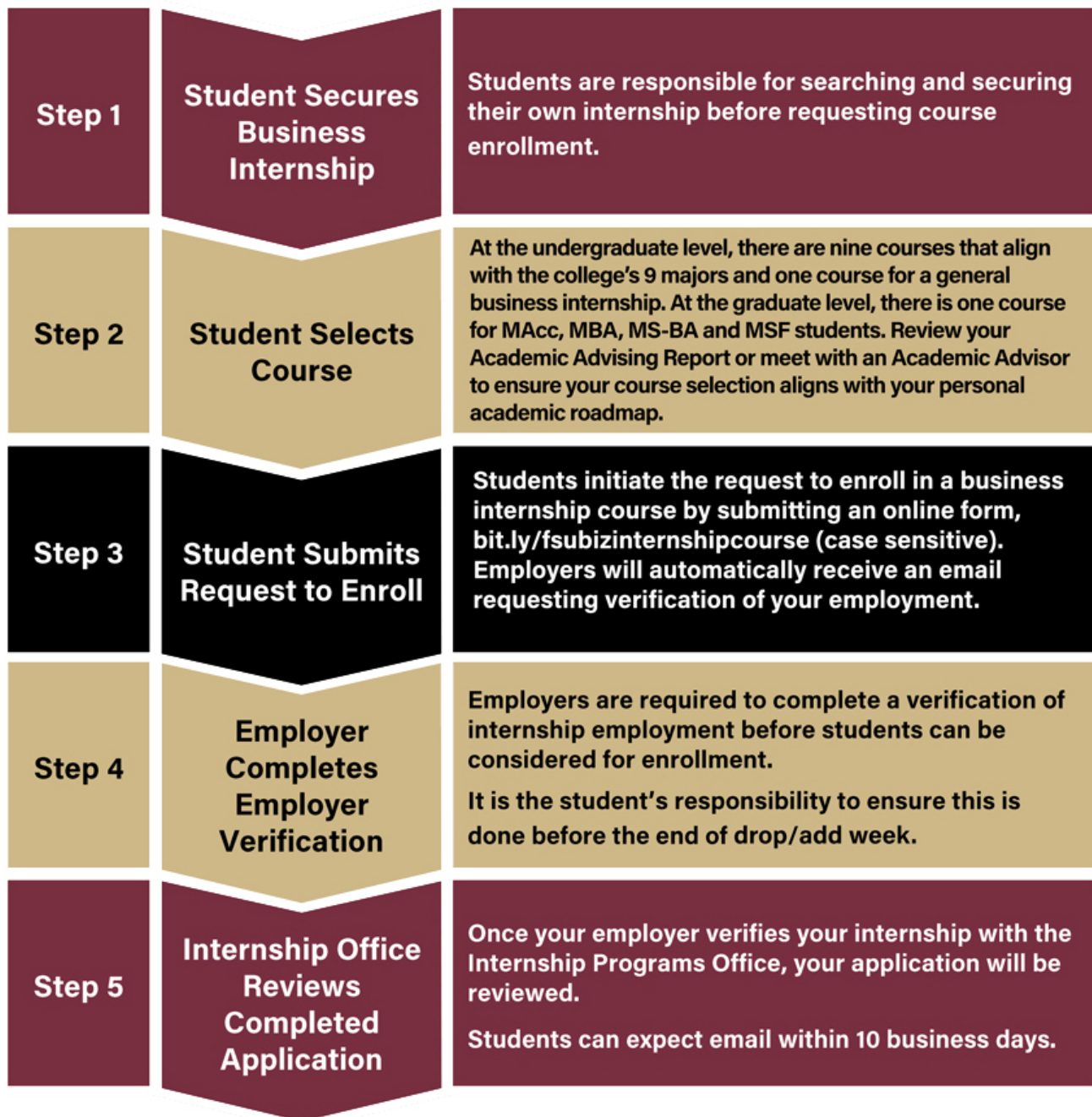
Internship courses align with the academic semesters; therefore, application windows align with university enrollment periods.

Semester	Course Requests Open	Course Requests Close
Fall	March 1 st	11:59 PM on the 1 st day of classes for Fall
Spring	November 1 st	11:59 PM on the 1 st day of classes for Spring
Summer B & C	March 1 st	11:59 PM on the 1 st day of classes for B & C

Internship Course Application Process

Internship courses align with the academic calendar established and maintained by the [University Registrar](#). Therefore, students should aim to complete the application process (see Figure 2 below) by the end of the enrollment semester's drop/add deadline. Applications received after the drop/add deadline are subject to review, approval, and permission by the program and the Office of the Academic Programs Dean.

Figure 2



Internship Courses

Internship courses are offered each semester, with two summer term options. Figure 3 outlines the six-module course structure in a weekly format for the Fall and Spring semesters (16 weeks) and the summer terms: Summer C (12 weeks) and Summer B (6 weeks).

Figure 3

16-Week Calendar	12-Week Calendar	6-Week Calendar	Module Number	Module Topic
Week 1	Week 1	Week 1	Module 1	Introduction to Internships
Week 3	Week 2	Week 1	Module 2	Understanding Workplace Expectations & Competencies
Week 5	Week 4	Week 2	Module 3	Navigating Multidisciplinary Teams through Self-Awareness
Week 8	Week 6	Week 3	Module 4	Industry, Career, Occupation & Job Exploration
Week 11	Week 8	Week 4	Module 5	Shaping Your Professional Presence
Week 14	Week 10	Week 5	Module 6	Nurturing Continuous Growth and Professional Excellence

Internship Course Grading Scheme

Internship courses use the S/U grading scale, which does not impact students' GPAs. However, students must achieve a Satisfactory grade to apply this course toward the Scholarship in Practice (SIP) or Formative Experience (FE) liberal arts graduation requirement. The grading scheme includes the academic- and work-based criteria used to determine students' final grades at the end of each semester.

Elements Included in the Grading Scheme

Points

It's important to note that the minimum points required vary based on course credit hours. For example, a 3-credit-hour undergraduate course requires 70 points.

- 0 Credit Hours = 50 Points
- 1-2 Credit Hours = 60 Points
- 3-5 Credit Hours = 70 Points
- 6 Credit Hours = 80 Points

Work hours

To receive credit for the course, students must fulfill the minimum work hour requirement based on the number of credit hours they are enrolled in. For example, a 3-credit-hour course requires at least 150 work hours.

- 0 Credit Hours = 60 Work Hours
- 1 Credit Hour = 90 Work Hours
- 2 Credit Hours = 120 Work Hours
- 3 Credit Hours = 150 Work Hours
- 4 Credit Hours = 190 Work Hours
- 5 Credit Hours = 210 Work Hours
- 6 Credit Hours = 250 Work Hours

Final Work Performance Evaluation

Students earning academic credit for internships must have a final evaluation of their work performance sent to the internship office. There are two ways the evaluation is used to earn credit.

- 1) The evaluation is where your employer will certify the completion of work hours. Please refer to the work hours to credit ratios above for target work hours.
- 2) The evaluation is where employers rate students' behavior- and performance-based competencies.

Please note that students must earn an overall rating of "Meets Expectations" or a "3" on a 5-point scale to earn a "satisfactory" grade in the course.

Evaluation Rating Scale

5 = Consistently Exceeds Expectations

4 = Often Exceeds Expectations

3 = Meets Expectations

2 = Needs Improvement

1 = Unacceptable

Grading Criteria

Students are responsible for knowing the following course grading criteria:

Satisfactory (S): All are complete

- 1) Based on the number of credit hours enrolled, earned at least the minimum number of points required on all graded assignments, quizzes, and evaluations
- 2) Based on the number of credit hours enrolled, work at least the minimum number of work hours required to earn credit.
- 3) Completed "Know Your Firm" submission, scoring 17.5 points or better.
- 4) Completed employer's final evaluation of student's performance.
- 5) The student's performance is rated at least "Meets Expectations" on the final performance evaluation for all behavior- and performance-based competencies.

Unsatisfactory (U): Any 1 or more are true

- 1) Earned fewer points than required on all graded assignments, quizzes, and evaluations.
- 2) Worked fewer than the minimum required hours for the number of credit hours enrolled.
- 3) The "Know Your Firm" submission was missing, or the score was below 17.5 points.
- 4) The student's performance is rated below "Meets Expectations" on the final performance evaluation for all behavior- and performance-based competencies.

Incomplete (I)

1. Missing employer's final evaluation of student's performance.
 - Contact the course instructor for assistance in obtaining final performance evaluations before the end of the semester.

- Please note that students have a 30-day window from the last day of classes to receive credit for a final performance evaluation.
- After 30 days, incomplete grades will automatically change to Unsatisfactory (U).

Incomplete Grades

Students completing an internship course with an " Incomplete " grade may arrange the late submission of their employer's final evaluation within 30 days of the "Term End" date listed by the university registrar. The students are responsible for ensuring employers complete the final performance evaluation of their work performance. "Incomplete" grades will default to "Unsatisfactory" after the extension expires.