

**St. Petersburg College**  
**Student Internship Checklist**  
**Business Administration Certificate**  
**BUS-CT**  
**GEB 2940- 3 Credits**

This course allows students a "real world" experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded based on 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.

Before you are enrolled in the internship course, you must meet the following internship requirements:

- Complete at least 30 credits towards the Associate of Arts degree, including the State-Mandated Prerequisites listed below
- Cumulative GPA of 2.0 or better
- Complete the program courses below and their prerequisites.
- Complete the [Internship Application](#) before the [application deadline](#).
- Secure an internship related to your major
- Submit internship placement details using [this form](#).

Once your placement is approved, the college of Business will register you for the internship course.

*The following courses must be completed with a "C" or better prior to applying for an internship:*

**Major Core Courses**

<b>Course Prefix, Number, and Title</b>	<b>Credit Hours</b>
GEB 1011 Introduction to Business	3
MAN 2011 Principles of Management	3
BUL 2241 Business Law I	3
ACG 2021 Financial Accounting	3
MAR 2011 Principles of Marketing	3

**For support locating an internship:**

- Send your resume to your campus [Career Readiness Navigator](#) for review
- Complete your profile in [HireSPC Titans](#) (See [tutorial](#) on How To)
- Complete the following [Career-Readiness](#) workshops: [Resume Development](#), [Interview Preparation](#), [LinkedIn](#), and [How to get hired](#).
- [Contact Career Services](#) on your home campus