St. Petersburg College
Student Internship Checklist
Bachelor of Applied Science: Management and Organizational Leadership
MGTORG-BAS
MAN 4940- 3 Credits

This course gives the student supervised, practical learning experience in a work setting relevant to his/her program of study. Through course assignments and workplace projects, the student will apply, connect, and extend academic theory and competencies to build professional skills and affiliations.

Before you are enrolled in the internship course, you must meet the following internship requirements:
- ☐ Completion of all major (core) courses, with a minimum grade of "C"
- ☐ 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 registering for an internship course:

Course Prefix, Number, and Title	Credit Hours
MAN 3504 Operations Management	3
You must complete 9 credits in the following courses:	
ETI 3647 Supply Chain Management	3
MAN 3600 International Business	3
MAN 3802 Principles of Entrepreneurship	3
MAN 4102 Managing Cultural Diversity	3
MAN 4625 Managing Global Human Resources	3
MAN 4741 Innovation, Change and Agile Projects	3
MAN 4935 Special Topics in Management Concepts	3
MAR 4413 Sales and Customer Relationship Management	3
MAR 4836 Concept and Product Development	3
PAD 4232 Grant Administration & Resource Development	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

Revised: 10/2022