



FLORIDA STATE UNIVERSITY

COLLEGE OF BUSINESS

Center for Professional Success

Student Internship Policies and Procedures

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INTRODUCTION

Internship Programs

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.

Center for Professional Success (CPS)

Internships operate within the College of Business Center for Professional Success (CPS), 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, CPS encourages student-employer participation in unique learning opportunities to complement a student's business curriculum and promote professional development. CPS 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 Internship 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

In addition, the following stipulations apply to students earning academic credit for internships.

1. Internships must span at least 6 weeks and satisfy the minimum hour requirements corresponding to the course credit hours (see below).
2. A family member must not directly supervise students.
3. 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.
4. Undergraduate students with existing *part-time* jobs may utilize their work experience, provided employment meets the definition of qualifying internship employment and College of Business Internship criteria (e.g., integrates knowledge and theory learned in the classroom with practical application and skills development in professional setting).
5. Undergraduate students are limited to 9 hours of internship credits from the College of Business.
6. GEB internship courses may be repeated, provided the work experience involves a notable change in job duties and responsibilities, along with learning objectives. However, major-specific internship courses are not repeatable.
7. 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).

Internship Course Conditions and Requirements

Students should apply for an internship course (once prerequisite requirements are met) that best meets their academic goals and aligns with the duties and responsibilities of their internship experience. The internship course listing and guidelines in Figure 1 provide students with details 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.

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

Internship Work Experience

- Students requesting enrollment in a major-specific internship course must have duties and responsibilities that correspond 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	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.
				<u>Credit Hours/Work Hours</u>					
				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		
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		
Graduate Course	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

FIN 4941 - Finance Internship

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

MAN 4941 – Field Study in Business or Human Resources Management

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

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

MAR 4941 - Marketing Internship

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

MAR 4941 - Professional Sales Internship

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

REE 4941 - Real Estate Internship

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

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

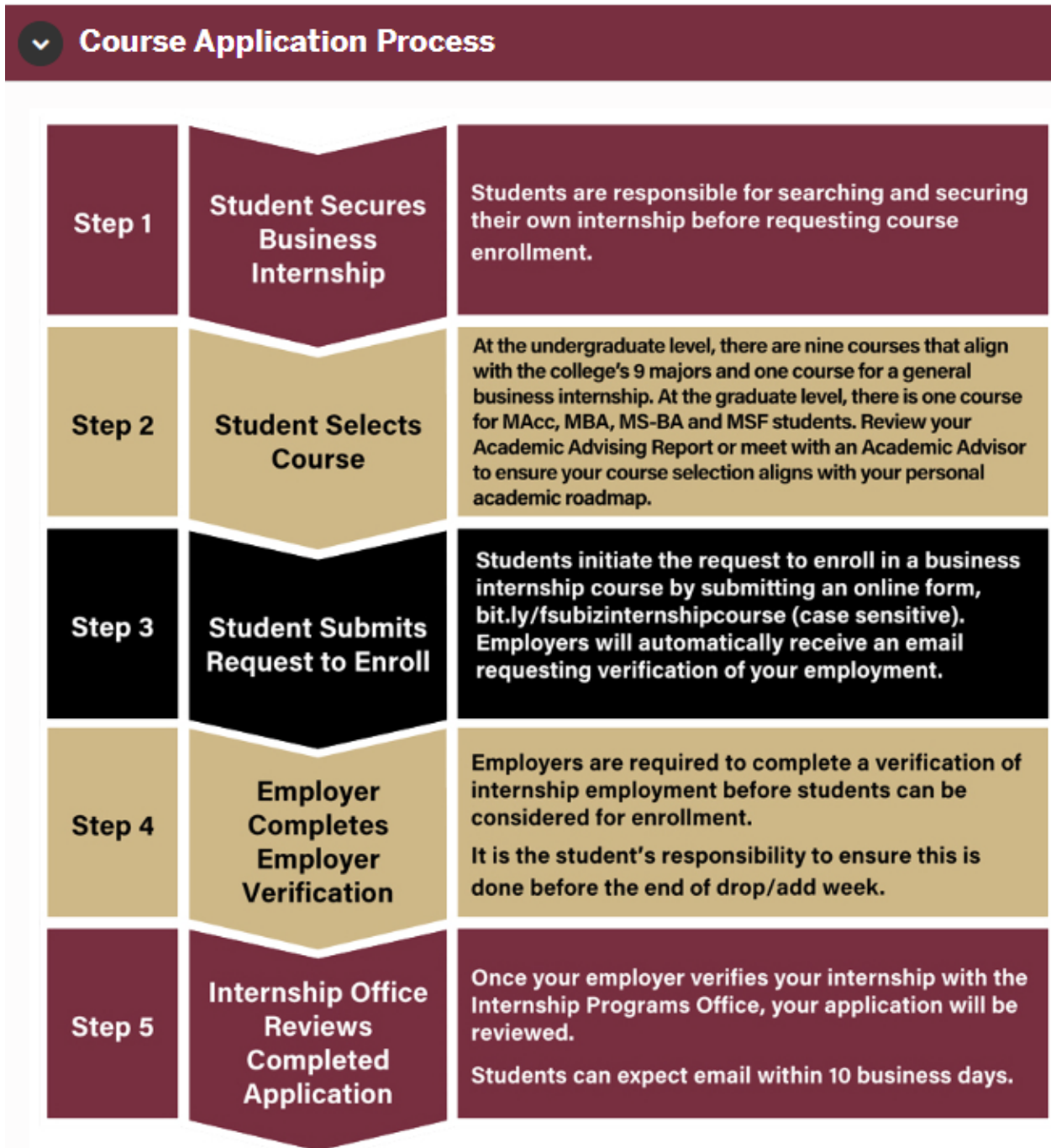
Internship courses align with the academic semesters; therefore, application windows align with university enrollment periods.

	Summer C (12-weeks)	Summer B (2nd 6-weeks)	Fall	Spring
Requests Accepted: Application Window Opens	3/1/2023	3/1/2023	7/17/2023	11/13/2023
Requests Accepted: Application Window Closes	5/17/2023	6/28/2023	8/30/2023	1/9/2024

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 Course Assignments

Internship courses are offered each semester, with two offerings in the summer term. As such, the course deliverable schedule (see Figure 3) outlines the 5 module course deliverables in a weekly format for 16 weeks in the Fall and Spring semesters, along with the two sessions offered during the summer: Summer C (12 weeks) and Summer B (2nd 6 weeks).

Figure 3

16-week	12-week	6-week	Module	Deliverables	Point Values
Week 1	Week 1	Week 1	Introduction	Discussion: Introduce Yourself & Peer Engagement	5
Week 2	Week 2	Week 2	Module 1: Professionalism	Reflection: Personal Goals	5
Week 3	Week 3			Reflection: Professional Skills & Characteristics	5
Week 4	Week 4	Week 3	Module 2: Ethics in Business	Statement: Personal & Professional Ethics	5
Week 5	Week 5			Statement: Position Identification	5
Week 6	Week 6			Evaluation: Student Requests Midterm Performance Evaluation from Employer	5
Week 7	Week 7	Week 4	Module 3: Oral & Written Communication	Reflection: Top Learning Moments	5
Week 8	Week 8			Evaluation from Employer: Midterm Evaluation of Student's Internship Work Performance Uploaded to Canvas	5
Week 9				Reflection: Goal Check-in	5
Week 10	Week 9	Week 5	Module 4: Teamwork & Collaboration	Quiz: Effective Team Member	5
Week 11				Discussion: Summarize the Biggest Internship Takeaways	5
Week 12				Report: Know Your Firm & Internship (Required)	20
Week 13	Week 10	Week 6	Module 5: Critical Thinking & Problem Solving	Quiz: Complete Critical Thinking & Problem-Solving	5
Week 14				Reflection: Submit Critical Thinking & Problem-Solving	5
Week 15	Week 11			Resume Entry: Internship Experience	5
Week 16	Week 12			Evaluation: Student evaluates Employer	5
				Evaluation from Employer: Employer Returns Final of Student's Internship Work Performance (Required)	5

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Internship Course Grading Scheme

Internship courses use the S/U grading scale, which does not impact students' GPAs. However, students must achieve a grade of Satisfactory 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 grade at the end of each semester.

Figure 4

Grade	Criteria
<p>Satisfactory (S) All are complete</p>	<ul style="list-style-type: none"> ✓ Earned at least the minimum points (See Figure 5) required on all graded assignments, quizzes, and evaluations. ✓ Worked minimum required work hours (See Figure 6). ✓ Completed "Know Your Firm & Internship" submission, scoring 14 points or more. ✓ Completed employer's final evaluation of students' performance. ✓ The student's performance was rated at least "meets expectation" on the final performance evaluation for all behavior- and performance-based competencies.
<p>Unsatisfactory (U) Any 1 or more are true</p>	<ul style="list-style-type: none"> • Earned fewer than the minimum points required (See Figure 5) on all graded assignments, quizzes, and evaluations. • Worked fewer than the minimum required work hours (See Figure 6). • The "Know Your Firm & Internship" submission was missing, or the scoring was below 14 points. • The student's performance was rated below "meets expectation" on the final performance evaluation for all behavior- and performance-based competencies.
<p>Incomplete (I) Grade will automatically default to Unsatisfactory if left unresolved more than 30 days</p>	<ul style="list-style-type: none"> • Missing employer's final evaluation of students' performance.

Figure 5

Minimum Point Requirements per Credit Hour	
Credit Hours	Minimum Points
0 credit hour	≥ 50 points
1-2 credit hours	≥ 60 points
3-4 credit hours	≥ 70 points
5-6 credit hours	≥ 80 points
Graduate	≥ 80 points

Figure 6

Minimum Work Hour Requirements per Credit Hour	
Credit Hours	Minimum 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

Incomplete Grades

Students completing an internship course with a grade of “Incomplete” may arrange the late submission of their employer's final evaluation within 30 days of the “Term End” date listed by the university registrar. It is the students' responsibility to ensure employers complete the final performance evaluation of their work performance. “Incomplete” grades will default to “Unsatisfactory” after the extension expires.