GUIDELINES

- Junior/Senior standing with two courses completed in your major area of interest.
- Minimum number of on-the-job hours for a 15 week semester is 150 hours.
- The internship may be paid or unpaid.
- In order to enroll for internship credit, you must be working (or have a confirmed job offer) in a full or part-time position which has been approved in advance by the Internship Coordinator along with a job description.
- The internship should not have more than 30% clerical duties with the remainder focused on assignments in the business functions of finance, marketing, accounting, general management etc. You may also work with our Career Center (Ms. Toni Ripo 359-4703 RM A107) who has a listing of internship requests from employers.
- You must enroll for credit in GEB 4905 with a permit from Dr. Noël (941-359-4339 or xmas@sar.usf.edu). You do have to pay tuition for this course.
- The course is on a Satisfactory/Unsatisfactory (S/U) grade. You will earn 3 credit hours.
- Weekly e-mails (Fridays) to Dr. Noël are required along with an exit survey from your employer and an exit interview with the internship coordinator. Approximately one page typed, double spaced, explaining what you accomplished for the firm and how that relates to your business education.

OBJECTIVES
The Internship will offer the student the opportunity to:

Get practical experience within the business environment and their selected major area of interest.

- Gain a more complete understanding of various management functions through the weekly reports to your internship coordinator.
- Develop the ability to analyze and propose solutions to business problems.
- Develop a greater understanding about career options while more clearly defining personal career goals.
- More fully understand the activities and functions of business professionals.
- Develop and refine oral and written communication skills.

Grades will be determined by the following weights:

<table>
<thead>
<tr>
<th>Weekly Progress Reports</th>
<th>65%</th>
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<tbody>
<tr>
<td>Employer Evaluation</td>
<td>20%</td>
</tr>
<tr>
<td>Exit Interview</td>
<td>15%</td>
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