

Management/Entrepreneurship Internship Approval Course Application Checklist

**Management Internship Course (MAN4940/6943 or ENT 4940)**

Thank you for your interest in the Management/Entrepreneurship Internship Course. Enrollment into this course is based on instructor approval. Please submit the documents listed below by the intended semester deadline below. The instructor will notify selected applicants within 2 weeks of deadline.

**\*Fall 2020 applications due August 1, 2020 \* Spring 2021 due December 2, 2020 \* Summer 2021 due April 27, 2021\***

In order to be eligible for the course, you must:

1. Obtain an internship that lasts the complete semester.
2. Be fully admitted into the College of Business
3. Have above a 2.5 GPA (3.0 for graduate students)
4. Be a Junior, Senior or Graduate student
5. Have taken MAN 3025 and 2 additional 3000 or 4000 level Business courses (undergraduate only)
6. Non Management majors must have available College of Business or Free Elective Credits (undergraduate only)

Internship Requirements

1. Internships must be at an organization that the student is not currently working. If the student obtains an internship in another department at current employer, significant learning opportunities must exist.
2. Internships must be the length of the semester (13-16 weeks)
3. Student Interns cannot be managed by relatives
4. Internship credit is based on the following criteria:

*1 credit = 8-11 hours per week*

*2 credits = 12-17 hours per week*

*3 credits = 18-25 hours per week (recommended)*

*4 credits = 25+ hours per week*

Please make an appointment with the College of Business Internships team including Jodi-Kay Reece and Lauren Chorlog before deadline in the Success Network to submit the documents listed below:

Y Typewritten Application Form (handwritten forms will not be accepted)

Y Resume

Y Internship Offer Letter which includes the following information:

- Name and contact information of company
- Internship Start and End Dates
- Number of expected hours per week

Y Degree Audit from your Academic Advisor

Students accepted into the internship course will attend a mandatory orientation prior to the semester start. Questions about the internship courses or requirements can be sent to [BusinessIntern@fau.edu](mailto:BusinessIntern@fau.edu).

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Application Form

Please type your responses below (handwritten forms will not be accepted)

Name:

Z#:

FAU email:

GPA:

Internship Semester:

College Standing:  
(Junior/Senior)

Major:

# of credits applying for:

Company Name:

Internship Title:

Internship Expected Weekly Hours:

Supervisor Name and Title:

Supervisor Email:

Hourly Wage:

Develop three learning objectives for your internship:

1

2

3

**I have read the above information concerning the Management/Entrepreneurship Internship course.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_