

Management/Entrepreneurship Internship Approval Course Application Checklist
(MAN4940, MAN6943 OR ENT4940)

Read through and answer each of the questions below regarding eligibility to register for the course and indicate that your projected internship will meet all the noted requirements. This checklist is to be included in the packet when submitting your application. The noted deadlines for application submission are firm deadlines – all required paperwork is to be submitted prior to the due date to be reviewed for the course.

Summer 2023 applications due May 1, 2023 * Fall 2023 due August 7, 2023* Spring 2024 due January 2, 2024

Name: _____ Z Number: _____

Semester Applying For: _____

Major: _____ College Standing: _____

Eligibility to Register for the Course:

1. I am fully admitted to the College of Business, and I have declared my major with an academic advisor.
2. I am currently a Junior, Senior or Graduate student in the College of Business
3. I have obtained an internship that will last the complete semester (13-16 weeks)
4. I have met with an academic advisor in the last 3 months
5. I met with an academic advisor before making an appointment with the Internship and Professional Development office concerning the internship course.
6. I have a 2.5 GPA or higher
7. I have taken and passed the following class (undergraduate students only):

REQUIRED - MAN3025

Two (2) additional 3000 or 4000 level business courses

Internship Requirements:

1. The intended internship location is registered and active on Handshake.
 - If not registered, guidance and assistance can be provided during the registration process
2. The Internship location is on that I am not currently working at
 - If the intended internship location is on that you're currently working at you will need to complete the internship in another department than the one you currently work in and show that a significant learning opportunity exist.
3. My internships will be the length of the semester (13-16 weeks)

4. I will not be managed by relatives in the internship
5. The Internship is projected to be _____ hours per week

Submitting Application

My application will be sent to businessintern@fau.edu with all supplemental documents combined into ***ONE PDF*** file with the subject line '**Management Internship Application Packet**', I will include copies of the following items:

- Completed and Signed Application Checklist
- Typewritten Application Form – three learning objectives responses are written in full sentences.
- Copy Current Resume
- Internship Offer Letter, **on company letterhead** that includes the following information:
 - Name and contact information for the company
 - Start and End dates for the internship
 - Number of expected hours per week
- Copy of Degree Audit

I have read the above information, answered the questions concerning the management internship course fully and filled out the above application.

Student Signature: _____ Date: _____

Management/Entrepreneurship Internship Approval Course Application
(MAN4940, MAN6943 OR ENT4940)

Thank you for your interest in the Management/Entrepreneurship Internship Courses. Enrollment into this course is based on instructor approval. Please submit the documents listed below by the intended semester deadline below. The instructor will make selections and notify each applicant within two weeks of deadline.

Summer 2023 applications due May 1, 2023 * Fall 2023 due August 7, 2023* Spring 2024 due January 2, 2024

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 – have declared a major.
3. Have a 2.5 GPA or higher.
4. Be a Junior, Senior or Graduate student
5. Have passed MAN 3025 and 2 additional 3000 or 4000 level business courses (undergraduate only)
6. Non-Management majors must have available College of Business (UDBE) 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

To submit your application please send an email with the subject line 'Management Internship Application Packet' to businessintern@fau.edu with the following documents combined into ONE PDF:

- ✓ Typewritten Application Form
- ✓ Copy of your Current Resume
- ✓ Internship Offer Letter, on company letterhead that includes the following information:
 - Name and contact information for the Company
 - Start and End dates for the internship
 - Number of expected hours per week
- ✓ Copy of Degree Audit

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

Application Form

(Please type your response 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:

Expected Weekly Hours:

Internship Dates:

Supervisor Name and Title:

Supervisor Email:

Develop three learning objectives for your internship: (written in complete sentences)

1.

2.

3.

I have read the above information concerning the marketing internship course and filled out the above application.

Student Signature: _____

Date: _____