

5 Steps to your

Academic Internship

A course to launch your career

Academic Calendar and Graduation Deadlines apply to Academic Internships



1. Get Pre-Qualified by Your Academic Advisor

- Do you qualify? You need Junior standing (60 credit hours), an overall FGCU GPA of 2.5 and a 3.0 in your major.
- Make an appointment by calling 239-590-7302.
- LCOB Advisor signature required before moving to Step #2.*



2. Get Ready!

- Make an appointment with the FGCU Career Center for job search and interviewing assistance by calling (239) 590-7946.
- Explore www.Linkedin.com (Social media for professionals.)



3. Meet with LCOB Internship Coordinator - Amy Scott*

*Note: Pre-qualified accounting students must contact and work with Dr. Dee Burgess at (239) 209-9123

- Call (239) 590-7302 to set-up an appointment with Amy.
- Review professional standards, resume, LinkedIn, Dress for Success.



4. Find Your Internship

- Sign-up and search FGCU's career website: fgcu-csmsymplicity.com/students
- Research a list of target organizations using the Academic Internship website.
- Feel free to use other sources such as **Indeed.com** or recommendations from friends and faculty. Be sure to attend Career Fairs, Employer Express and the Accounting Department's 'Meet the Firms' event here on campus. Get involved!



5. Get Approval from Your Faculty Internship Supervisor

- To earn academic credit you must receive faculty approval prior to starting your internship.
- Each Major has a faculty member assigned to oversee internships. Check the LCOB Academic Internship website.
- Each Major requires additional academic assignments and may include Canvas modules or presentations.
- All signatures required before enrollment is complete.*
- Submit your signed forms to the Internship Coordinator LH-2306 for registration.**

Important Internship Information

– *A course to launch your career* –

STUDENT CHECKLIST

Research your options and the process by visiting LCOB Academic Internships: www.fgcu.edu/CoB/internships.html

- Undergraduate students must be Juniors (60-credit hours).
- A minimum FGCU 2.5 GPA overall and a 3.0 GPA in major.
- The academic internship must be a new learning experience, *not a current employer*. Hours may not apply towards service learning.
- Students must be **pre-qualified by their academic advisor and approved by their faculty supervisor**.
- Must be approved **prior to beginning** academic internships.
- Late fees apply. Ensure you are enrolled on time!

INTERNSHIP COORDINATOR*

Amy Scott, M.A. Ed
Internship Coordinator

Email: ascott@fgcu.edu

For Appointments: 239-590-7302

Office: Lutgert Hall Room 2306



*Accounting students contact Dr. Burgess

BY THE NUMBERS

79% of college graduates report they wish they spent more time on career preparation.

51.7% of employers offer interns fulltime positions after graduation.

97% of employers plan to hire interns and/or co-ops during 2014.

National Association for Colleges and Employers, 2012 & 2014; Pew Research Center, 2015

FACULTY INTERNSHIP SUPERVISORS / 2014-15

Accounting – Dr. Dee Burgess
239-590-7341, LH-3330, dburgess@fgcu.edu

Computer Information Systems – Eugene Hoyt
239-590-1192, LH-3364, ehoyt@fgcu.edu

Economics – Dr. Amelia Biehl
239-590-7420, LH-2303, abiehl@fgcu.edu

Finance and Real Estate – Dr. Travis Jones
239-590-7167, LH-2305, tljones@fgcu.edu

Management, Human Resources, Sports Management –
Dr. Matthew Sheep (secretary)
239-590-7322, LH-4310, msheep@fgcu.edu

Marketing – Dr. Khaled Aboulnasr
239-590-7598, LH-3352, kaboulna@fgcu.edu

Deadlines to submit	Spring 2019	Summer C 2019	Fall 2019
Internship Application Documents	January 3	May 3	August 12
Classes Begin	January 7	May 13	August 19
Tuition Payment Deadline	January 11	May 15	August 21