



Experience helps you become a competitive candidate for jobs in your field after you graduate. We recommend all students complete an internship, but requirements vary by major. By participating in an internship, students can receive academic credit while gaining work experience and earning income to support their education.

Lutgert College of Business Internship Process

All students (except for Accounting) must follow these steps:

#1 | Attend LCOB Internship Information Session

- Register through @ [Eagle Career Network](https://fgcu-csm.symplicity.com) (fgcu-csm.symplicity.com). The Office of Corporate Programs provides these sessions. Information on the following will be covered:
 - Overview of registration process
 - Requirements by Major
 - Terminology
 - Types of internships
 - Best practices for job hunting
 - Information on employer recruitment events
 - Preauthorized for Internship Credit
 - Use of Eagle Career Network

***ACCOUNTING MAJORS:** Please schedule an appointment with Dr. Deanna Burgess (dburgess@fgcu.edu) if interested in an internship for academic credit within the major.

#2 | Get Ready

- Make an appointment with FGCU's @ [Career Development Services \(CDS\)](https://fgcu.edu/careerservices) (fgcu.edu/careerservices). E-mail CDS at careercenter@fgcu.edu —or— call (239) 590-7946.
- CDS provides assistance with... job searches, resume review assistance, interview skills coaching and tips, and **much more!**

#3 | Find your Internship

- Take initiative, get involved and be proactive! Develop a list of target organizations.
- Sign-up at @ [Eagle Career Network](https://fgcu-csm.symplicity.com).
- Explore other sources such as LinkedIn.com or recommendations from friends and faculty.
- Expand your search by attending career fairs or department specific networking events.

#4 | Submit your Internship Proposal for Approval (and Registration)

- Once you have your **Internship Employment Offer**, go to [Eagle Career Network](#) to submit your Internship Proposal for approval (and registration).

To submit your Internship Proposal, you will need:

- ✓ [LCOB Academic Internship Agreement](#)
(fgcu.edu/cob/internships/files/LCOB-Academic-Internship-Agreement.pdf)
 - ✓ - **Degree Works PDF** (for cumulative GPA, major GPA, and other program requirements)
*Available through [Gulfline](#) (fgcu.edu/gulfline)
 - ✓ - **Position Description** (with job details)
 - ✓ - **Employment Offer Letter**
- *PLEASE NOTE*** additional documentation **may be required** by your department.
Visit [LCOB Business Majors Internships](#) (fgcu.edu/cob/internships/businessmajors) to download any required forms.

- Click on [Internship Registration and Tracking](#) (on the left-hand menu).
- Click on **Add New Experience** to begin the Internship & Work-Based Learning Registration Form.
***PLEASE NOTE* THE FOLLOWING GUIDE WILL HELP YOU FILL-OUT THE REGISTRATION FORM -- HOWEVER, IT DOES NOT COVER EVERYTHING, SO PLEASE FILL-OUT THE FORM AS REQUIRED.**
- Complete the form sections with your employer and supervisor information:
 - For Term, select the ***term when you will be starting your internship***.
 - For Experiential Learning Type, select “**Internship**”.
 - For Internship/Cooperative Type, select “**LCOB Internship**”.
 - For Course Prefix and Course Number:
 - If you are interested -or required- to take an **Academic Credit Internship**, enter the appropriate **Course Prefix** and **Course Number** (*List of LCOB internship courses offered on next page; if your Major/Program is not listed, please consult with the LCOB Internship Coordinator*).
 - If you are registering a **Non-Academic Credit Internship**, please enter “**not for credit**” in both the **Course Prefix** and **Course Number** boxes.
 - For Employer/Agency/FGCU Department/..., enter your ***employer's name***.
 - For Learning Objectives, please select the following three learning objectives:
 - **Academic Knowledge, Interpersonal Communication, and Critical Thinking**
 - A brief description of how they will apply in this position is REQUIRED.
 - For Supervisor Contact Information, enter all details.
 - For Attachment(s), upload all required documents: **LCOB Academic Internship Agreement, Degree Works PDF, Position Description, and Employment Offer Letter**
 - For Student Agreement Signature, type your name in the box, then click submit.
 - The Office of Corporate Programs will review your submission with your department.
 - Please allow up to 1 week for approval (*or denial*) and contact with further instructions.

LCOB INTERNSHIPS - GENERAL REQUIREMENTS:

- FCGU GPA 2.5 and Major GPA 3.0
- Junior/Senior Status (60 credits earned)
- 150-220 hours of work
- Internship Course counts for elective credits required (3 Credits)
- *Graduate Students can start an internship for credit **EARLIER**, but approval is **REQUIRED**.*

PROGRAM	COURSE(S)	REQUIREMENT(S)
Accounting & Taxation (M.S.)	➤ <u>ACG 6940</u> Accounting Internship	<ul style="list-style-type: none"> ▪ GPA 3.0 ▪ ACG 3401 and ACG 3113
Accounting (B.S.)	➤ <u>ACG 4940</u> Accounting Internship	<ul style="list-style-type: none"> ▪ GPA 3.0 ▪ ACG 3113 and ASCG 3401, with a minimum grade of C ▪ 200 hours of work
Agribusiness (Minor)	➤ <u>AEB 3943</u> Agribusiness Internship	<ul style="list-style-type: none"> ▪ <i>No additional requirements</i>
Business Administration (MBA)	➤ <u>MAN 6946</u> Management Internship	<ul style="list-style-type: none"> ▪ GPA 3.0
Computer Information Systems (B.S.)	➤ <u>ISM 4941</u> Practicum in Comp. Info Sys.	<ul style="list-style-type: none"> ▪ ISM 3113 ▪ As one of 6 elective credits.
Economics (B.S.)	➤ <u>ECO 4941</u> Internship in Economics	<ul style="list-style-type: none"> ▪ As one of 12 elective credits
Finance (B.S.)	<ul style="list-style-type: none"> ➤ <u>FIN 4941</u> Internship in Finance ➤ <u>REE 4941</u> Internship in Real Estate 	<ul style="list-style-type: none"> ▪ FIN 3403 ▪ As one of 6 elective credits.
Information Systems & Analytics (M.S.)	➤ <u>ISM 6946</u> Practicum in Info Systems	<ul style="list-style-type: none"> ▪ PROGRAM REQUIREMENT ▪ GPA 3.0
Management (B.S.)	➤ <u>MAN 4941</u> Management Internship	<ul style="list-style-type: none"> ▪ Junior Status (21 credits earned) ▪ As one of 6 elective credits required in the General Management and International Business Concentrations; or, 3 elective credits required in the Human Resources and Sports Concentrations
Marketing (B.S.)	<ul style="list-style-type: none"> ➤ <u>MAR 4944</u> Internship in Marketing ➤ <u>MAR 4946</u> Internship in Prof. Sales 	<ul style="list-style-type: none"> ▪ MAR 3023 ▪ As one of 9 elective credits required.
Supply Chain Management (B.S.)	➤ <u>SCM 4941</u> Internship in Supply Chain	<ul style="list-style-type: none"> ▪ PROGRAM REQUIREMENT ▪ SCM 3162, SCM 3102, and SCM 3142 ▪ Internship is REQUIRED within the program, and an industry project may be substituted.