


Date: September 19, 2016

To: All Integrated Business majors (and soon-to-be-majors)

From: Dr. Jim Gilkeson, director and internship coordinator   
Integrated Business Program

Re: GEB 4941, Internship (satisfied restricted elective requirement for IB major)  
Spring 2017

Dear IB Students,

If you are interested in pursuing a for-credit internship for spring 2017, the time to look for an opportunity is now! You must find a position and have all of your paperwork submitted and approved prior to the start of the spring semester (January 9<sup>th</sup>). Internships cannot be added during the drop-add period.

There are three ways you can seek an internship opportunity:

1. Seek an opportunity on your own, just as you might search for a job on your own.
2. Come talk to me about opportunities with organizations who have expressed a specific interest in offering internships to IB students.
3. Register with the Office of Experiential Learning at <http://explearning.ucf.edu/prospective-coopinternship-students/82> and seek an opportunity that will serve as both the first semester of a co-op and a for-credit internship.

Once you have an offer from a sponsoring organization or employer partner, you need to complete an application. There is also paperwork for the organization to complete. When everything is submitted and approved you will receive a permission to register for GEB 4941.

Some facts about GEB 4941 (Internship):

- You must be an Integrated Business major to take GEB 4941; but, you can complete all of the paperwork in advance if you expect to finish the primary core and request admission to Integrated Business at the end of the current semester.
- You must have an overall GPA of 2.75 and an Integrated Business GPA of 2.75 to qualify. Your GPA will be evaluated when you submit paperwork and again after all grades are in for the current semester.
- You must work at least 192 hours (in a fall/spring semester, this equates to at least 12 hours/week for 16 weeks.).
- You're required to file a work report signed by your supervisor every two weeks, submit a set of end-of-semester essays, and complete an employer evaluation.
- Your supervisor will submit an evaluation of you at the end of the semester which will count as a substantial part of your course grade.

If you have any questions, please ask! ([Gilkeson@ucf.edu](mailto:Gilkeson@ucf.edu), 407-823-0390, BA2 222D)