

# 5 Steps

# A C A D E M I C I N T E R N S H I P

## A Course to Ignite Your Career

### Seeking an Internship?

#### Here are a few ideas to get you started:

1. Polish your resume.
2. Meet with a Career Coach and get help with the internship search.
3. Search and apply for Internships via Knightline, LinkedIn, and Handshake.
4. Start networking! Attend events like The Invitational, Career Fairs, and 'Meet the Firms.'
5. Get Involved on and off-campus!

### Please Note:

- You must be in your major to receive credit for your internship.
- You must be completing your internship in the term you would like to receive credit.

### Have an Internship?

#### Here are next steps:

1. Once you receive an internship offer email [cbainternships@ucf.edu](mailto:cbainternships@ucf.edu).
2. Obtain, complete, and submit Student Qualification Form.
3. Wait to be processed and approved.
4. Once approved complete registration paperwork with employer.
5. Schedule Orientation with the Internship Coordinator to submit signed forms & go over Internship Handbook

### Deadlines

#### Application Documents Due

- Friday before classes begin for chosen semester.

Questions? Email [cbainternships@ucf.edu](mailto:cbainternships@ucf.edu)

**Academic Calendar and Graduation Deadlines apply to Academic Internships**



# MAJOR INTERNSHIP REQUIREMENTS



## Accounting

- Ability to complete a minimum of **200** hours during the chosen semester (Spring, Summer, Fall)
- 3.0 UCF GPA
- Have completed ACG 3141: Intermediate Accounting II with a B or better

## Finance

- Ability to complete a minimum of **300** hours during the chosen semester (Spring, Summer, Fall)
- 2.75 UCF GPA
- 3.0 Major GPA
- Have completed 1 major related course beyond FIN 3403: Business Finance with a B or better

## Management

- Ability to complete a minimum of **200** hours during the chosen semester (Spring, Summer, Fall)
- 2.75 UCF GPA
- Have completed MAN 3025: Management of Organizations

## Marketing

- Ability to complete a minimum of **200** hours during the chosen semester (Spring, Summer, Fall)
- 2.75 UCF GPA
- Have completed 1 major related course beyond MAR 3023: Marketing

## Integrated Business

- Ability to complete a minimum of **200** hours during the chosen semester (Spring, Summer, Fall)
- 2.75 UCF GPA
- Have completed 1 major related course beyond the Primary Core

## Economics

\*Can only be used toward your 120 credit hour req.

\*Will not satisfy and ECO req.

- Ability to complete a minimum of **200** hours during the chosen semester (Spring, Summer, Fall)
- 2.75 UCF GPA
- Have taken 1 major related course beyond QMB 3200: Quantitative Business Tools II

## Real Estate

- Ability to complete a minimum of **300** hours during the chosen semester (Spring, Summer, Fall)
- 2.75 UCF GPA
- 2.75 Major GPA
- Have completed 1 major related course beyond REE 3043: Fundamentals of Real Estate with a B or better