GUIDE TO SECURING AN IB INTERNSHIP

Finding an Internship takes a lot of time.
Start looking for your internship at least 6 months in advance to allow yourself ample time to secure something.

**Step 1: Academic Preparation**
Visit with an advisor to create an Osprey Map to determine the ideal semester to complete your internship.
Academic requirements for the internship include:
- Attend an International Business Workshop (coordinated by Coggin Advising)
- Junior or Senior majoring in International Business
- Good Academic Standing: not on academic probation or suspension, and a cumulative UNF GPA of 2.0 or higher
- Completed your IB foreign language requirements
- Completed at least two (2) of the following courses with grades of C or better:
  - ECO 3704 International Trade
  - FIN 4604 International Finance
  - MAN 4600 Management of International Business
  - MAR 4156 International Marketing
  - TRA 4721 International Logistics

**Step 2: Professional Preparation**
You must complete the STAR Certification Program provided by the Career Management Center before applying to take your internship. The STAR Program is a series of FIVE “stars” (steps) designed to help you develop employability skills. To learn more about the program and register for each of the five STARS, visit our webpage at www.unf.edu/coggin/cmccmc

**Step 3: Review IB Internship Criteria**
Before you begin searching for internships, remember that your internship must include the following criteria:
- 180 supervised hours over the course of a semester
- 80% focus on the international aspects of the company’s business and provide international business learning experiences (or be abroad)
- Pay at least the minimum wage that exists in the country where the internship is taking place. (Exceptions can be made for government, non-profit and NGOs)
- Agreement by the company (on official letterhead) to certify your hours, sign weekly time sheets, complete an evaluation of your work, accept a visit from the internship coordinator, and confirmation of payment details.
- Once you have selected your internship site, you will submit this Official Employer Letter with your IB Internship Application.
- The internship must be a NEW experience. You may not receive credit for an existing or prior job/internship.

**Step 4: Internship Search**
Begin searching for your internship 6-8 months prior to the semester you plan to register for the internship. For a list of useful online internship search resources, please refer to the back of this worksheet.
You may also send Job Search letters to targeted international organizations communicating your interest in an IB internship opportunity.

**Network, network, network!** Tell everyone you know that you are looking for a position. Update your status on LinkedIn to “Seeking an International Business Internship.” Also, network during your study abroad trip to see if you can secure an IB related internship in your host country.

**HOW TO APPLY FOR YOUR INTERNSHIP**
Once you have completed Steps 1-4 and secured a potential internship site that abides by all of the required criterion, you may visit with the Career Management Center to receive and review the International Business Internship Application.

TO APPLY: Submit the following documents to Shannon Italia, Director of the Career Management Ctr, at sitalia@unf.edu
- Typed and completed Internship Application
- Official employer letter outlining your internship details

**Timeline for Securing an IB Internship**

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<th>1st Semester Sophomore Year</th>
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<tr>
<td>Declare your major and minor</td>
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<td>Attend an IB Workshop</td>
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<tr>
<th>2nd Semester Sophomore Year</th>
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<tr>
<td>Start thinking about the type of internship you want</td>
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<tr>
<td>Begin and complete the STAR Certification Program</td>
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<th>1st Semester Junior Year</th>
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<tr>
<td>Visit with a Coggin Advisor to create a course map</td>
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<tr>
<td>Research and secure an internship for the summer</td>
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<td>Make arrangements for your study abroad experience</td>
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<th>2nd Semester Junior Year</th>
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<td>Study Abroad! Secure an internship before you leave</td>
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**Summer After Junior Year**
- Complete Internship!

**Senior Year**
- Begin interviewing for full-time careers
- Work hard to complete classes and graduate!

**Note:**
- Transfer students: Attend an IB Workshop in your 1st term
IB Internship Search Resources

Identify Areas of Interest First
Consider some basic questions before you begin searching for your ideal internship:
- What industry is of most interest to you?
- Have you visited the IB Office to discuss the possibility of completing your internship while studying abroad?
- What geographical area best suits your needs?
- What do you want to get out of your internship?
- Is your résumé customized for the position you want?

Osprey CareerLink (unf.edu/coggin/cmc) is the best resource to begin your internship search. This UNF hub for career related information allows you to review, apply for, and set up interviews for internships, some of which are only available to UNF students.

Indeed.com searches organization’s websites for internship listings, making your search much easier. Search using your skills or interests to help narrow down your options and be sure to include “internship” as a keyword.

Internships.com is a comprehensive search engine that allows you to find internships using the criteria you list when starting your search. This website claims to be the world’s largest internship marketplace, showcasing thousands of internship listings with companies across the country.

Internmatch.com offers search engines, resources, and a support structure for students applying for internships. Find internships by location or business field and apply via the website. Intern Match also offers blogs, guides, templates and downloads that can help you dial in your internship search.

GoAbroad.com/intern-abroad is a great place to search for international internships. You can search by interest, country, or city. This website lists thousands of internship opportunities across the globe.

International-Internships.com was established to help students of all nationalities find internship opportunities all over the world. This website guides you through the application process, sends you packets of information, assists with housing and visas, and even offers an arrival orientation. Search for internships by your country of choice.

JaxJobs.com and EmployFlorida.com are two excellent resources you can use to search for local internships. Both of these sites also provide job-search and career-development resources to help you create a résumé, prepare for interviews, and much more.

Sample List of Employers Who Have Offered IB Internships

- AJC Logistics
- AJ Produkter, Halmstad, Sweden
- Altaflor Plantaciones, Ecuador
- APR Energy
- Arise Virtual Solutions Inc
- Atlantic International Distributors
- Auckland Football Federation, New Zealand
- A-V Mounts International
- AZAP Motors INC
- Bank of America
- Beaver Street Fisheries
- Blount Island Command USMC
- Brazil Florida Alliance
- Bueno Gomez Hermanos, Cali, Colombia
- C.H. Robinson
- Carlos Wanderley Filhos- Sao Paulo, Brazil
- Catholic Charities
- CEVA Logistics
- Children of the Nations, Orlando
- Coach Services Inc
- Coastal Construction Products Inc
- Crowley Maritime Corporation
- CSI International Company
- Deutsche Bank
- Ecovivir International, Medallin, Columbia
- Embassy of the Republic of Niger
- FIS
- Florida Baptist Convention
- Florida Surety Bonds
- Global Project Solutions
- GlobalJax
- Gray Lion Logistics
- Housing Bank for Trade, Palestine
- Impact Components International
- International Mission Builders
- Jacksonville African Community Org.
- JAXPORT
- JAXUSA Partnership
- Jewish National Fund
- JF Moran Co Inc
- Johnson & Johnson Vision Care, Inc.
- JP Morgan/Chase
- Landstar Transportation & Logistics
- M & D International Distributers Inc
- Mayo Clinic
- Medtronic
- Mercedes-Benz USA
- New Trick Sports
- PUMA SE, Germany
- Quality Learning International
- Rexel Holdings
- Skyline Express, Lage, Germany
- Sotheby's International Real Estate
- Starr Sanford Designs
- Strata Clothing, Peru
- Tagsys RFID
- Thermal Solutions International
- Total Military Management
- Trek International Safaris
- U S Commercial Service
- U.S Embassy, Buenos Aires, Argentina
- Visionary Spectacle Studios
- Windsor Property Management, Vietnam
- World Affairs Council of Jacksonville
- World Relief Jacksonville
- W+O Supply
- Worldwide Inc.
- Worldwide Sourcing & Distribution