# Coggin College of Business Internship Course Requirements

## GENERAL REQUIREMENTS OF ALL COGGIN COLLEGE OF BUSINESS INTERNSHIPS

1. Coggin academic internships must be approved by the college before the position starts.
2. Internships must be *new* experiences. You may not receive credit for an existing or prior job/internship.
3. Students must be in good academic standing, not on probation or suspension, at the time of application.
4. Students must be classified as junior or senior level to be approved for the internship course.
5. Internships may neither be virtual/online nor list a personal residence as the “job site”.
6. Internships must include quality interactions between the intern and their supervisor.

**Questions? Visit** [**https://www.unf.edu/coggin/students/internship-course.html**](https://www.unf.edu/coggin/students/internship-course.html) **or contact** [**coggin.internships@unf.edu**](mailto:coggin.internships@unf.edu)**.**

### ACCOUNTING – ACG 4941

| **Academic Criteria** | **Internship Criteria** |
| --- | --- |
| * Accounting majors only * ACG 4941 fulfills an accounting elective only * Minimum 3.0 Upper Level UNF GPA (**No Exceptions)** * **Pre-requisites with a grade of C or higher:**   + ACG 3103 Intermediate Accounting I | * At least 300 supervised hours required * Must pay at least minimum wage (**No Exceptions)** * Quality interactions with supervisor * Exposure to the accounting aspects of the company’s operations or a variety of accounting-related learning experiences |

### BUSINESS INTELLIGENCE – MAN 4942

| **Academic Criteria** | **Internship Criteria** |
| --- | --- |
| * Business Intelligence majors only * MAN 4942 fulfills a management elective *or* upper-level business elective only * Minimum 2.5 Upper Level UNF GPA-**No Exceptions** * **Pre-requisites with a grade of C or higher:**   + ISM 4011 Intro Management Info Systems   ***and*** *at least one (1) of the courses below:*   * + ISM 4400 Enterprise Applications Integration   + ISM 4220 Business Data Communications   + ISM 4210 Data & Information Management   + ISM 4113 Analysis & Design of Business Info Sys.   + ISM 4410 Business Intelligence | * At least 180 supervised hours required * Must pay at least the minimum wage of the country where the internship is taking place (Exceptions can be made for government, non-profit, or NGO) * Exposure to the technical business intelligence aspects of the company’s operations or a variety of management learning experiences through developing business solutions based on the collection, integration, and analysis of collected information |

### ENTREPRENEURSHIP (MINOR) – GEB 4942

| **Academic Criteria** | **Internship Criteria** |
| --- | --- |
| * Entrepreneurship minors only * GEB 4942 fulfills an entrepreneurship elective only * Minimum 2.5 Upper Level UNF GPA (**No Exceptions**) * **Pre-requisites with a grade of C or higher:**   + GEB 4113 Entrepreneurship | * At least 180 supervised hours required * Must pay at least minimum wage (**No Exceptions**) * Exposure to the business practices of successful entrepreneurs or a variety of entrepreneurial learning experiences |

### FINANCE – FIN 4941

| **Academic Criteria** | **Internship Criteria** |
| --- | --- |
| * Finance majors only * FIN 4941 fulfills a finance elective only * Minimum 3.0 Upper Level UNF GPA (**No Exceptions**) * **Pre-requisites with a grade of C or higher:**   + FIN 3403 Financial Management | * At least 300 supervised hours required * Must pay at least minimum wage (**No Exceptions**) * Exposure to the financial aspects of the company’s operations or a variety of finance-related learning experience |

### FINANCIAL PLANNING – FIN 4940

| **Academic Criteria** | **Internship Criteria** |
| --- | --- |
| * Financial Planning majors only * FIN 4940 fulfills a financial planning elective only * Minimum 3.0 Upper Level UNF GPA (**No Exceptions**) * **Pre-requisites with a grade of C or higher:**   + FIN 3403 Financial Management *and*   + FIN 3124 Financial Planning | * At least 300 supervised hours required * Must pay at least minimum wage (**No Exceptions**) * Exposure to the financial planning process, business practices of financial planners, or a variety of financial planning-related learning experiences |

### HUMAN RESOURCES MANAGEMENT (MINOR) – MAN 4940

| **Academic Criteria** | **Internship Criteria** |
| --- | --- |
| * Human Resources Management minors only * MAN 4940 fulfills a human resources management elective only * Minimum 2.5 Upper Level UNF GPA-No Exceptions * **Pre-requisites with a grade of C or higher:**   + MAN 3025 Administrative Management *and*   + MAN 4301 Human Resource Management | * At least 180 supervised hours required * Must pay at least the minimum wage of the country where the internship is taking place (Exceptions can be made for government, non-profit, or NGO) * Exposure to the human resource aspects of the company’s operations or a variety of human resource management learning experiences |

### INTERNATIONAL BUSINESS – GEB 3361

| **Academic Criteria** | **Internship Criteria** |
| --- | --- |
| * International Business majors only * GEB 3361 fulfills IB internship requirement only * Minimum 2.0 Upper Level UNF GPA (**No Exceptions**) * Completed IB foreign language requirements * **Pre-requisites with a grade of C or higher:**   *at least two (2) of the courses below:*   * + ECO 3704 International Trade   + FIN 4604 International Finance   + MAN 4600 Management of Intl. Business   + MAR 4156 International Marketing   + TRA 4721 International Logistics | * At least 180 supervised hours required * At least 10% focus on the international aspects of the company’s business and provide international business learning experience; ***or*** can take place abroad * Must pay at least the minimum wage of the country where the internship is taking place (Exceptions can be made for government, non-profit, or NGO) * Exposure to the international business aspects of the company’s operations or a variety of international business-related learning experiences |

### MANAGEMENT – MAN 4942

| **Academic Criteria** | **Internship Criteria** |
| --- | --- |
| * Management majors only * MAN 4942 fulfills a management elective *or* upper-level business elective only * Minimum 2.5 Upper Level UNF GPA (**No Exceptions**) * **Pre-requisites with a grade of C or higher:**   + MAN 3025 Administrative Management *and*   + MAN 3504 Operations Management   ***and*** *at least one (1) of the courses below:*   * + MAN 4240 Organizational Behavior   + MAN 4301 Human Resource Management | * At least 180 supervised hours required * Must pay at least the minimum wage of the country where the internship is taking place (Exceptions can be made for government, non-profit, or NGO) * Exposure to the management aspects of the company’s operations or a variety of management learning experiences |

### MARKETING – MAR 4941

| **Academic Criteria** | **Internship Criteria** |
| --- | --- |
| * Marketing majors or minors only * MAR 4941 fulfills a marketing elective only * Minimum 2.5 Upper Level UNF GPA * **Pre-requisites with a grade of C or higher:**   + MAR 3023 Principles of Marketing   + MAR 4503 Consumer Behavior *(recommended)* | * At least 180 supervised hours required * Must pay at least minimum wage (**No Exceptions**) * Exposure to the marketing aspects of the company’s operations or a variety of marketing-related learning experiences |

### TRANSPORTATION & LOGISTICS – TRA 4945

| **Academic Criteria** | **Internship Criteria** |
| --- | --- |
| * Transportation & Logistics majors only * TRA 4945 fulfills a major elective only * Minimum 2.5 Upper Level UNF GPA (**No Exceptions)** * **Pre-requisites with a grade of C or higher:**   + MAR 3023 Principles of Marketing *and*   + MAN 3504 Operations Management   ***and*** *at least one (1) of the courses below:*   * + TRA 3035 Foundation of Transportation   + TRA 4202 Logistic System Management | * At least 240 supervised hours required * Must pay at least minimum wage. (**No Exceptions)** * Exposure to the logistical aspects of the company’s operations or a variety of T&L related learning experiences |