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:
- Junior or Senior status
- Minoring in Entrepreneurship
- Internship will be used to satisfy one of the electives for the Entrepreneurship minor
- Good Academic Standing: not on academic probation or suspension
- An Upper Division GPA of 2.5 or higher
- Completed the following course with a grade of C or better:
  - GEB 4113 Entrepreneurship

**Step 2: Professional Preparation**
We encourage you to 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/cmc

**Step 3: Review 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
- Provide a “quality learning” experience for the student with regular interaction with the intern by the internship supervisor.
- Exposure to the business practices of successful entrepreneurs or a variety of entrepreneurial learning experiences.
- Employer must pay at least the minimum wage. No Exceptions.
- 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 the Official Employer Letter with your Entrepreneurship 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.

Register on UNF’s Online Jobs Database, Osprey CareerLink to search and apply for available internships, post your professional résumé, and view upcoming recruiting and networking events.

**Network, network, network!** Tell everyone you know that you are looking for a position. Update your status on LinkedIn to “Seeking an Entrepreneurial Internship.” You may also send Job Search letters to targeted entrepreneurs in Jacksonville communicating your interest in an internship opportunity.

**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 Entrepreneurship 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 Internship**

**Sophomore Year**
- Declare your major and Entrepreneurship Minor
- Begin and complete the STAR Certification Program

**1st Semester Junior Year**
- Visit with a Coggin Advisor to create a course map
- Start thinking about the type of internship you want

**2nd Semester Junior Year**
- Research and secure an internship for senior year
- Submit your Entrepreneurial Internship Application

**Summer After Junior Year**
- Visit a Coggin Advisor to confirm your senior courses

**1st Semester Senior Year**
- **Complete Internship!**

**2nd Semester Senior Year**
- Begin interviewing for full-time careers
- Work hard to complete classes and graduate!

**Note:**
- Transfer students: Begin the STAR Certification program in your 1st term
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.

Local Organizations That Provide Support to Entrepreneurs

Many students find their entrepreneurial internships by networking with business owners who participate and congregate within the following organizations that are designed to provide advice, insight, and guidance for established and aspiring entrepreneurs.

- www.jaxchamber.com
- Small Business Development Center at UNF www.sbdc.unf.edu
- www.myjaxchamber.com
- www.eecjacksonville.com
- www.jaxwbc.com
- www.score.org