



GEB 4905 Independent Studies/Internship
3 Credit Hours (approx. 15 work contact hours per week for 10 weeks)
Permit Required (See Professor Noël)
Senior standing or several advanced courses in your major field

College of Business
University of South Florida – Sarasota/Manatee

For the student, internships bridge the gap between classroom preparation and “real world” applications with individualized supervision by business faculty. ***For the sponsor***, internships are an opportunity to participate in the educational process while receiving valuable work contributions from the intern.

Participating businesses or businesses that have participated:

Morgan Stanley, Raymond James Financial, Bolleterii Sports Academy (IMG),
FCCI Peek Traffic Inc. Asolo Theater

Many other companies and contacts depending on the interest of the student.
Contact Dr. Noël for an appointment and discussion. 941-359-4339

Students must register in advance to receive credit and have an approved contract before the registration deadline as no late contracts or registration are accepted. Students must use elective hours for internship credit. Core courses cannot be replaced by an internship.

GEB 4905 is designed for the exceptional student who desires on-the- job application of what they are learning in the classroom. The internship should be specific to the student’s field of study with no more than 20% clerical work and more than 80% under supervision by a business professional deemed appropriate to the supervising professor. Weekly contacts with the professor concerning your progress with the internship will be required.

All registered business majors or minors may enroll for the internship credit including Marketing, Finance, Business Administration, Management, Accounting, and ISDS. Appropriate internship placements are primarily up to the student to search out and interview although you can use your business faculty for contacts, as well as, Ms. Tony Ripo, Career Services, for advice and possible contacts of interest.

Internship opportunities can be found under a variety of job descriptions in your major. For example: Marketing covers many student career opportunities and specialties, including:

- Integrated Marketing Communications (Advertising, Direct Marketing, etc.)
- Corporate Marketing Management / Brand Management
- Industrial or Business- to- Business Marketing
- Professional Selling and Sales Management
- Product Development

- Marketing Research
- Retailing, Public Relations & Customer Service

How can you benefit?

Internships work best for owners and managers who would enjoy sharing their experience with a student who can be directed to provide meaningful work assistance. Many supervisors simply enjoy sharing their expertise and savvy in their roles as professional mentors. These include meaningful work experiences that are of a sufficient challenge to college-level students. Other benefits are:

- Interns provide quality candidates for temporary, seasonal or special projects.
- Managers are freed from the more routine duties to pursue creative projects.
- Internships provide a cost-effective way to recruit and evaluate potential employees.
- Interns often bring in fresh energy, abilities and enthusiasm to the workplace.

What do we expect of sponsors?

The College of Business expects you to provide career-related experiences that are of sufficient challenge to college-level students. Basic tenets of effective employment practices apply to the use of students in work situations. Interns, however, have different objectives than regular employees and this may require special approaches and project supervision.

We ask on-site supervisors do the following:

- Provide a clear job description for the internship.
- Orient the student to the organization and their work assignments.
- Provide personal supervision and training which gives the student intern the necessary support to carry out assigned tasks.
- Review and sign weekly time sheets, which are to be completed by the student intern.
- Offer feedback to the intern on a regular basis, along with a formal written evaluation at the end of the internship.
- No more than 20% of the internship should be clerical in nature.
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When are interns available and how many hours do they work?

College of Business student internships are year round and usually begin during regularly scheduled semesters. Academic credit is awarded through the student registering for internship credit of 3 credit hours (approximately 150 hours of work at the internship site). The student and the site supervisor will determine the specific work schedule. The student must first get instructor approval from Dr. Noel Mark Noel 941-359-4339 and must register for GEB 4XXX under his supervision.

How much paperwork is involved in sponsor the Intern?

Very little, at the beginning of the internship, the site supervisor is asked to provide a written description of the tasks and responsibilities of the intern. At the end of the internship, the site supervisor provides a written evaluation of the intern's on-the-job performance.

What about compensation or a stipend for the student?

Since the student is receiving academic credit for the internship, the student does not need to be paid. We do, however, encourage sponsors to provide reimbursement for any expenses incurred on the job and to consider reasonable compensation for real work related benefits received.

I'd like an intern, how do I initiate participation in a Business Internship program?

- Submit a job/project description either on a USF Site Registration Form or on your own organization's letterhead. We ask that no more than 20% of the intern's workload be clerical in nature. You may also call Ms. Tony Ripo for internship requests.
- Placements through USF-Sarasota will be publicized to Marketing/Business majors.
- Eligible students will contact you directly. You decide whom to interview and accept.

Who to Contact:

Over the years we have learned that open communication is one of the most important components of a successful internship. If there are any questions or concerns which arise during the initial planning process or placement, feel free to contact Ms. Tony Ripo your Career Center Coordinator 941-359-4703 or drop by her office SMC A107, or Dr. Noel / Marketing 941-359-4339 SMC C234.