

Checklist for Internship Enrollment

1. Requirement (or pre-requisite) for enrollment in internship :
 - a. Minimum of a 2.5 GPA in program courses (ACCT, BUSN/MGT, CITC, ADMN, HSP/CULA)
 - b. Minimum 2.0 GPA overall
 - c. Completion of 15 credit hours of major coursework before enrolling in the internship course.
 - d. Registered for the semester in which the student will graduate.
2. Do NOT take too many other courses with internship (2 other classes suggested, but if on financial aid, then 3 others would provide the 12 credits needed for full-time). The Internship course syllabi are available on the internship website:
www.pstcc.edu/bct/internships.php
3. Complete application process with Sally Lighter, Internship Coordinator, during **early** registration (including Internship Information sheet, resume, transcript, and an interview with Coordinator). The students can email, call, or come by to make an appointment with the Coordinator.. The information sheet can be picked up from the office door box (MC251) OR on the Internship website in advance:
www.pstcc.edu/bct/internships.php
4. The 3-credit hour internship courses require 135 total hours of work (**about 9-10 hours/week** during a 15-week semester or **about 17/wk during the** 8 week summer session).
5. Students are encouraged to participate in a search for their own jobs, but those jobs must also be verified and approved by the Internship Coordinator. If the students are at a placement we have not previously worked with they will be asked to prepare a short bulleted list of applicable expected job duties for the Internship Coordinator in order to approve the position.
6. **STUDENTS:** Check out the link on the website to all syllabi for the department. READ the syllabus for the appropriate internship course...BE INFORMED in advance!
7. Students must ENROLL in the course, pay fees, and schedule an appointment with Sally Lighter, Internship Coordinator. MC 251 694-6597. salighter@pstcc.edu

