

St. Petersburg College
Student Internship Checklist
Accounting Technology Operations Certificate
(ACTAP-CT)
GEB 2940 - 3 credits

The purpose of this course is to allow students a “real world” experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. (Note: The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments.

Before you can be enrolled in the internship course, you must meet the following requirements:

- Complete the [Internship Application](#) before the [application deadline](#).
- Secure an internship related to your major
- Submit internship placement details using [this form](#).

Once your placement is approved, the college of business will register you for the internship course.

The following courses must be completed with a “C” or better prior to applying for an internship:

| Course Prefix, Number, and Title | Credit Hours |
|--|---------------------|
| ACG 2021 Financial Accounting | 3 |
| CGS 1100 Computer Applications | 3 |
| ACG 2071 Managerial Accounting | 3 |
| ACG 2450 Accounting Software Applications* | 3 |

*This course may be taken concurrently with the Internship course if all other requirements are met.

For support locating an internship:

- Send your resume to your campus [Career Readiness Navigator](#) for review
- Complete your profile in [HireSPC Titans](#) (See [tutorial](#) on How To)
- Complete the following [Career-Readiness](#) workshops: [Resume Development](#), [Interview Preparation](#), [LinkedIn](#), and [How to get hired](#).