

Internship Checklist

ACCT 475 | ECON 475 | FIN 475 | FSID 475 | MGT 474/475 | MIS 475 | MKT 474/475 | SCM 476

- Submit Application for Internship + Resume** to the Director of Business Internships. Find the application at www.unk.edu/business_internships. Make sure you have met the GPA and course prerequisites for the internship course in your major (see course catalog).
- Find an internship** in your area of study. Utilize your friends, family, neighbors, classmates, and professors to help you locate your perfect experience. Be open to relocation if necessary.
- Submit the job description** to the Director of Business Internships. Not every job qualifies as an internship, so don't accept the job until you have it approved.
- Enroll in the internship course for your major.** Request the enrollment permit from the Director of Business Internships, making sure to specify how many credit hours you want and which internship course. (Marketing internships greater than 3 credit hours require permission from the department.)
- Log into Blackboard** when you receive the notification at the beginning of the semester of your internship. Access the syllabus and course policies to learn about the course requirements and assignments.
- Complete your assignments by each deadline.** When the required work hours have been logged and all assignments submitted, credit will be posted to your transcript.
- Be the best intern you can be!** Give as much to the internship as you can and get as much out of your internship as you can. Make sure you continue with the exceptional legacy of other UNK interns before you!