

**Career Development Services  
Strome College of Business  
GRADUATE PROGRAMS**

**Prerequisites for internship/co-op:**

- Good academic standing (GPA 3.0+)
- Meet with CDS staff member - <https://calendly.com/strome-college-of-business>
- Obtain Approval from GPD or faculty sponsor
- Completion of 15 credit hours

**Additional requirements by program:**

Program	Course Number	Minimum # Work Hours
ACCOUNTING (M.S.)	ACCT 668*	250
PUBLIC ADMINISTRATION (M.P.A.)	PADM 668*	300
BUSINESS ADMINISTRATION (M.B.A.)		
- ECONOMICS	ECON 668*	200
- FINANCE	FIN 668	200
- INFORMATION TECHNOLOGY	IT 668	200
- MANAGEMENT	MGMT 668	200
- MARITIME SUPPLY CHAIN MANAGEMENT	MSCM 668	200
- MARKETING	MKTG 668	200

**A pass/fail grade for this course will be issued only if the following criteria are met:**

- Completion of required hours in the internship position as required by program.
- Completion of Task and Hours Journal, approved by supervisor, submitted to faculty sponsor where required (\*).
- Completion of a Summary Paper and Evaluations.

**For more questions:**

*Career Development Services*  
Strome College of Business  
Old Dominion University  
1011 Constant Hall  
Norfolk, Virginia 23529  
Phone Number: 757-683-4388  
E-mail: [cds@odu.edu](mailto:cds@odu.edu)

**Kacey Schaum**  
*Associate Director*     [kschaum@odu.edu](mailto:kschaum@odu.edu)  
**Jill New**  
*Career Consultant*     [jbeatty@odu.edu](mailto:jbeatty@odu.edu)  
**Katey Corning**  
*Internship Coordinator*     [kcorning@odu.edu](mailto:kcorning@odu.edu)