College of Business
Office of Career Management

Internship Credit: Frequently Asked Questions

Summer 2017
Steps Along The Way
When applying for internships or weighing your options, determine the importance of the factors below and pursue opportunities that best match your interests, objectives, needs, and availability. You may also talk with your career coach to better understand the process of securing an internship and making the most of it.

Substance
Although some administrative duties are still included, internships have come a long way from solely fetching coffee and photo copying. Most employers today offer students challenging assignments and valuable industry and organizational insights. If you excel in your position, you may walk away with tangible work samples, glowing recommendations, and even a job offer at the conclusion of your internship.

Academic Credit
OHIO students are required to earn academic credit (3 credit hours) for internships that are approved. This unique opportunity enables you to gain hands-on experience that directly relates to your course work and gives you a competitive advantage because some employers require students to earn academic credit but not all universities grant it.

Mentorship
Students who rave about their internship experiences often attribute their satisfaction to having great supervisors or mentors who coach them through projects, share industry knowledge, and provide constant encouragement. As an intern, seek out a mentor and build relationships with supervisors or colleagues who may serve as references or help you network to find your next internship or job.

Organizational Culture
Common aspects of an organization’s culture include its mission, goals, workplace values, and procedures. Interning offers you the opportunity to determine your likes and dislikes and prepares you to search for full-time employment with an organization in which you’ll fit.

Compensation
Naturally, most students seek paid internships. On average, however, only 40% of internships offer hourly wages or stipends. If you can afford to accept an unpaid internship, search for opportunities that offer other benefits such as substantive projects, extensive training, access to special events, and free food or beverages in the office; Also keep in mind that you may earn academic credit and compensation at the same time.
There are other ways to earn credit within the College of Business, what are they?

- **Sports** - Please work with Dr. Brackley (brackley@ohio.edu) to earn your internship credit and to work towards your BSA
- **Sales** - Please work with Dr. Ogilvie (ogilvie@ohio.edu) to earn your internship credit and to work towards your Sales Certificate
- **GCP** fulfills the internship requirement for the college of Business, if you are completing GCP, you will not need to go through the Internship Immersion Process with me, you will just need to participate in all components of the GCP
- **OICP** fulfills the internship requirement for the college of Business, if you are completing OICP, you will not need to go through the Internship Immersion Process with me, you will just need to participate in all components of the GCP

What is the application schedule for 2017/2018 internships?

**When do the Applications for Internships during Spring 2018 Internships Close?**

*** The Summer 2017 Internship Application will CLOSE on June 1st, 2017

*** The last day to register for internship credit for Fall 2017 is September 1st

*** The last day to register for internship credit for Spring 2018 is November 27th

**When do the Applications for Internships during Summer 2018 Internships Open?**

- Summer Applications will open TBD and will be closing TBD

**What does employer communication look like?**

The Office of Career Management's Employer Relations team will be reaching out to employers before and after your internship to ensure that you are planning to complete your internship with them and then at the end to be sure the internship was completed. During the final conversation, employers will be encouraged to take a post-internship survey, reflecting on the intern performance and collaboration with OU CoB.
What is the best way for me to determine when to apply my credit?

- If student is enrolled in courses, it is recommended they select the credit to be applied during that semester.
- It is also recommended they do not apply the credit during a semester when they are not enrolled in other courses (to avoid paying for just internship credits).
- Students who go over 20 credit hours during a semester will be charged accordingly ($270.00/credit hour over 20 hours).
- If a student is not full-time (12 cr. hours), please see below for the breakdown of tuition per credit hour:

## THE OHIO GUARANTEE 2016-17

### Athens Campus Undergraduate Tuition (per semester)

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<th>Credit Hours</th>
<th>Instructional Fee</th>
<th>General Fee</th>
<th>Ohio Resident Total</th>
<th>Non-Resident Fee</th>
<th>Out-of-state Resident Total</th>
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*Beyond 20 Hours: Resident Fee is $276 per hour and Non-Resident Fee is $530 per hour.*

When will my application be reviewed/approved?

Once application is submitted, a career coach will be in touch **within 2 weeks** with next steps.
When and where will I attend a pre-internship workshop?
Mandatory workshops will take place at the end of each semester in preparation for internship the following semester:

**Fall 2017 Pre-Internship Workshops** (for internships happening Spring 2018):

**Bentley 132 | 5pm-7pm**
- Monday December 4th
- Tuesday December 5th
- Wednesday December 6th
- Thursday December 7th

**Spring 2018 Pre-Internship Workshops:**

**TBD | 5pm-7pm**
- TBD
- TBD
- TBD
- TBD

What do I need to do during my internship?

**How do I set up my internship check-ins?** You should hear from your Career Coach to schedule check-ins during the first month of your internship. You are required two Internship Check-Ins during your internship via phone or skype.

**What if I'm interning abroad (through an international organization, GLC, going on an AIESEC trip)?** If you are going to be abroad, it will be important to reach out to your career coach PRIOR to leaving the country to determine the best method for you to conduct your check-ins.

**What about the internship reflections?** Reflections should be submitted throughout your experience. There is only one final deadline and that is to complete all 4 reflections by the time you complete your internship experience. It is our recommendation that you complete the reflections as you progress throughout, to maximize the internship and to effectively learn how to discuss your experience professionally.

**Where do I find the reflection template and submit them?**
*Everything you need to know about these submissions can be found on the [OCM Website](http://ocmwebsite.com).*
What do I do once I finish my internship?

What do I need to include for the post-internship resume submission? Your Post-Internship Resume should include all of the bullet points you developed in your internship reflections.

Remind me what's included in a bullet point, again...

Goal: to help reader understand HOW YOU DID THE JOB (better than anyone else) rather than defining the job, like in a job description.

1. Each bullet point should begin with an action verb

Examples:
- Analyzed
- Established
- Led
- Collaborated
- Evaluated
- Maximized
- Conducted
- Executed
- Organized
- Controlled
- Generated
- Prepared
- Coordinated
- Implemented
- Quantified
- Created
- Improved
- Reduced
- Designed
- Increased
- Secured
- Developed
- Launched
- Strengthened

2. Then you should discuss what you did while quantifying numbers/data to reflect the value you provided the organization you interned with

ACTION VERB + RESULTS =

Organized a team of 16 campus leaders to formulate a fund-raising process resulting in a 15% increase in donations to the Riley’s Children’s Hospital.

For more information on Resumes, please visit the OCM Website

What do I need to include in the post-internship updated job description submission? Your Post-Internship Updated Job Description should include components you addressed in your internship reflections. You can also incorporate the initial job description submitted in application.
How important is the post-internship evaluation? This evaluation is important for you to complete. Your feedback will be used to further enhance the internship credit process through the College of Business.

What do I do to update my LinkedIn profile? This is a key component of job searching in a digital age, please be sure to update your new experience on your LinkedIn Profile and encourage your supervisor to complete a recommendation for you!

Where do I find the information on the resume, job description, & post-evaluation? Everything you need to know about these submission and survey can be found on the OCM Website.

Down The Home Stretch
Landing an internship moves you in the right direction. Now, consider these additional tips to maximize your experience.

Communicate
From your interview to your exit, actively listen and summarize what you hear, be inquisitive and ask questions for clarification, keep your supervisor informed about your progress and activities, seek feedback and receive it in a gracious, professional manner.

Initiate
Don’t wait for assignments during a lull. See what needs attention and offer to help.

Respect
From the executives on down, show respect for all of your colleagues and value each person’s contributions.

Reflect
Take the time to think about what you’re learning - not just about the organization, industry, or projects, but about yourself.

Thank
Appreciate the opportunities and support that you receive throughout your internship and always send a farewell message to your colleagues, not just your supervisor, extending your gratitude for the experience. In turn, your supervisor may show thanks to you by offering a letter of recommendation for you to share with future employers.