College of Business Internship Credit Application Checklist

APPLICATION | You aced your interview and got the offer - Congrats!!!

☐ Complete [online internship credit application] - pay close attention to when you would like your credit to be applied - the course BA 3910 will be added to your schedule after your application is reviewed

<table>
<thead>
<tr>
<th>Interning</th>
<th>Hours/week</th>
<th>Total</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 weeks</td>
<td>40 hours</td>
<td>120-150</td>
<td>1</td>
</tr>
<tr>
<td>6 weeks</td>
<td>40 hours</td>
<td>150-270</td>
<td>2</td>
</tr>
<tr>
<td>7+</td>
<td>40 hours</td>
<td>280+</td>
<td>3</td>
</tr>
</tbody>
</table>

- Summer 2018 interns can apply their credit the semester they are completing the internship, Summer 2018 or the semester directly following, Fall 2018
- Fall 2018 interns can apply their credit the semester they are completing the internship, Fall 2018 or the semester directly following, Spring 2019
- Spring 2019 interns can apply their credit the semester they are completing the internship, Spring 2019 or the semester directly following, Summer 2019

BEFORE THE INTERNSHIP STARTS | Learn about the College's credit requirements

☐ If your application is approved, you will be notified to register for and attend Pre-Internship Workshop where requirements and strategies for internship success will be discussed
  - If you are interning in Summer 2018 you will attend one of the following: April 23rd, 24th, 25th, or 26th Bentley 227 at 5pm
  - If you are interning in Fall 2018, you will need to get in touch with Gracie Ede (freireic@ohio.edu) to complete an individual and remote workshop
  - If you are interning in Spring 2019, you will attend one of the following: December 3rd, 4th, 5th, or 6th

DURING THE INTERNSHIP | Track your experiences and stay in touch with us

☐ Complete 4 Internship Reflections and submit to Blackboard - if you are not enrolled in BA 3910 during your internship, you will still be completing your reflections during the internship
☐ Participate in 2 Check-Ins with your Career Coach - even if you are not enrolled in BA 3910 during your internship, you will still be completing your check-ins during the internship
  - Sign up for your check-in using Handshake - Please select as your appointment type “Internship Check-In” - be sure to include your number in the notes/comments section if you need to conduct a phone call OR if you will be on-campus, please plan to meet with your Career Coach in Copeland 214. If you have a scheduling conflict with the times listed (or need to connect via skype or whatsapp) please contact your Career Coach directly through email and they will work with you to arrange a time (or best way to connect) that fits both of your schedules.
☐ Review Career and Student Success Center information distributed via Blackboard, throughout the internship

AFTER | Showcase your hard work

☐ Update your resume to College of Business standards using encouraged templates and your Career Coach’s feedback and submit your updated resume to Blackboard
☐ Update your LinkedIn Profile and connect with your Career Coach
☐ Complete the Student Intern Post-Evaluation on Blackboard

DEADLINES | Make sure you’re getting the credit for everything you’ve accomplished

☐ If you are enrolled in Spring 2018 Internship Credit (BA 3910 is listed on your Spring 2018 Schedule) ALL Internship Requirements are due by April 27th, 2018
☐ If you are enrolled in Summer 2018 Internship Credit (BA 3910 is listed on your Summer 2018 Schedule) ALL Internship Requirements are due by August 10th, 2018
☐ If you are enrolled in Fall 2018 Internship Credit (BA 3910 is listed on your Fall 2018 Schedule) ALL Internship Requirements are due by December 8th, 2018

Please Note
- You will be charged for receiving internship, just as you would any other course
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- If credits exceed the maximum of 20 hours with the internship credits applied, **students will be charged an additional fee for each hour over 20**.

<table>
<thead>
<tr>
<th>Hours over 20 Credits</th>
<th>In State Tuition</th>
<th>Out-of-State Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 hour (21 credits)</td>
<td>$270.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>2 hours (22 credits)</td>
<td>$540.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3 hours (23 credits)</td>
<td>$810.00</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>