

BUSINESS CAREER PROGRAMS

Savage & Associates Business Complex - Suite 4120
John B. and Lillian E. Neff College of Business and Innovation

The University of Toledo
2801 W. Bancroft St., MS 103
Toledo, OH 43606-9987



Office: 419.530.5400
Fax: 419.530.5406
www.utoledo.edu/Business/BCP
BusinessCareers@utoledo.edu

INTERNSHIP GUIDELINES

Benefits of Internships

- Internships can provide hands-on professional experience, networking opportunities, academic credit, compensation, and a competitive edge in the job market.

Identifying Opportunities

- Register with Business Career Programs Office (BCP)
- Participate in BCP [Events](#)
- Network with UT community, friends, and family
- Utilize search engines (i.e. [CareerShift](#), [Handshake](#) and [LinkedIn](#))

Academic Credit Eligibility & Requirements

- Check with your academic advisor to see how an internship will fit in with your major requirements
- Students must declare a major and be accepted to upper division
- Finance and Professional Sales majors must meet pre-requisites set by those departments.
 - **Finance - FINA 4940**
Prerequisite: BUAD 3040
 - **Professional Sales - PSLS 4940:** <http://www.utoledo.edu/business/ESSPS/ESSPSRecruiting.html>
Prerequisite: PSLS 3440
- If you have questions, contact Dr. Ellen Pullins at 419.530.4273 or ellen.pullins@utoledo.edu
- Though not pre-requisites, the following courses are helpful for students to have taken before the onset of their internship:

MKTG 4940 – BUAD 3010 | OSCM 4940 – BUAD 3020 | INFS 4940 – BUAD 2020

Academic Credit Application Review Process

- **Step 1:** Complete and return internship application packet to the BCP office
 - Interns must work a minimum of 170 hours
- **Step 2:** BCP submits application for faculty review; the review based on the following:
 - Classroom knowledge is applied
 - Internship responsibilities support area of major
 - Exposure to business professionals in related field of study
 - Rewarding experience that enhances future marketability
 - Compensation for time and talents
- **Step 3:** Email notification of approval or denial

Academic Credit Registration

- Upon faculty approval, further instruction will be forwarded on how to enroll in the internship course:
 - BUAD 4940
 - EFSB 4940
 - FINA 4940
 - INFS 4940
 - MGMT 4940
 - MKTG 4940
 - OSCM 4940
 - PSLS 4940
- Enrollment in course **MUST** be within the same semester or one semester after the completion of work experience

Academic Credit Completion

- The internship receives a pass (PS) or no credit (NC) grade which will be based on the following:
 - Successful completion of the internship
 - Completed and returned performance evaluations which are emailed by the BCP officeMid semester:
 1. *Student Internship Evaluation* completed by student
 2. *Supervisor's Evaluation of Student* completed by supervisor
 - Submission of Internship Report should be sent to the Internship Faculty Advisor; except INFS 4940 and OSCM 4940 where alternatively the student will be directed to submit a presentation.

All other Majors – BUAD 4940, EFSB 4940, FINA 4940, MGMT 4940, and MKTG 4940:

- Report MUST be submitted the first day of finals week to the appropriate Internship Faculty Advisor, where it will be evaluated and graded (pass or no credit).
 3. Internship Faculty Advisor may consult with other faculty members whose expertise will aid in the evaluation process.
 4. Intern must contact Internship Faculty Advisor to confirm preferred method of report submission.
- A 12-15 page report should include the following major topics:
 5. Cover page includes student name, course (Example: MGMT 4940:001), semester (Example: Fall 2021) and internship advisor's name (Example: Dr. Laurence Fink).
 6. A description of the employer's organization and background information
 7. A description of the major activities/projects that were part of the internship experience, with examples wherever possible
 8. An explanation of the specific skills developed during the internship
 9. A discussion of the ways in which the internship experience relates to coursework
 10. A discussion of how the internship has helped prepare the student for future employment
 11. Include letters of recommendation from employer and/or examples of accomplishments and projects as an appendix to the report
 12. ONLY PSLS 4940 students are required to submit time sheets
- Include a cover sheet with first and last name, Rocket ID Number, email address, employer's name, academic semester and submission date.
- Report format:
 13. 12-15 pages, typed double spaced on 8 ½ x 11 paper
 14. (1) Inch margins all around
 15. Numbered pages
 16. Well written and grammatically correct
 17. Utilize headings and sub-headings to break the report into logical parts

****If your internship is full-time and you are unable to take classes while receiving a university scholarship or financial aid, you must contact Dr. Terribeth Gordon-Moore at Terribeth.Gordon@utoledo.edu to have your scholarship or financial aid re-adjusted until you register for classes.***

- ***E-mail should include:***
 1. ***Rocket ID#***
 2. ***Company name, City and State where internship is located***
 3. ***Semester and year that you will not be attending class (Ex. Spring 2022)***