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 and LinkedIn)

Academic Credit Eligibility & Requirements
- Students must have declared major and be accepted to upper division
- Accounting, Marketing, and Professional Sales majors must meet pre-requisites set by those departments
For complete details, visit the following websites:
  - Marketing: http://homepages.utoledo.edu/akoh/
  - Professional Sales: http://www.utoledo.edu/business/ESSPS/ESSPSRecruiting.html

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 (250 hours for Accounting majors)
- **Step 2**: BCP submits application for faculty review; the review based on the following:
  - Classroom knowledge is applied
  - Internship responsibilities support area of specialization
  - 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:
  - ACCT 4940
  - EFSB 4940
  - FINA 4940
  - IBUS 4940
  - INFS 4940
  - MGMT 4940
  - MKTG 4940
  - OPMT 4940
  - PLS 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 office mid semester:
    - Student Internship Evaluation completed by student
    - Supervisor’s Evaluation of Student completed by supervisor
  - Submission of Internship Report (http://www.utoledo.edu/business/BCP/StudentResources.html)