



Business Career Programs
Savage & Associate Business Complex – Stranahan Hall North 4120
College of Business and Innovation
The University of Toledo
2801 W. Bancroft St. MS 103
Toledo, OH 43606-9987
(419) 530-5400 phone
(419) 530-5406 fax
<http://www.buscareer.utoledo.edu>

Internship Guidelines

Benefits of the Internship

Internships can provide hands-on professional experience, career testing, professional contacts, academic credit, income, and a competitive edge in job placement.

Internship Eligibility

Students must be accepted to upper division and be registered for internships in the Business Career Programs Office (BCP) in Stranahan 4120.

Marketing, Professional Sales and Accounting majors must meet pre-requisites set by those departments.

For complete details, visit the following websites:

Marketing/Sales

<http://homepages.utoledo.edu/akoh/>

Accounting

<http://www.utoledo.edu/business/ACCT/ACCTInternOp.html>

Locating an Internship Opportunity

Students typically locate internship opportunities in one of two ways. First, they learn of positions through the BCP, either by being contacted directly by the office or by monitoring the job opportunities listed on the BCP Website. Students can then interview for the positions for which they have been selected. Second, students find job opportunities on their own. The BCP will provide the student with the paperwork necessary to register the employer and position with the office.

Internship Requirements

Interns must work a minimum of 170 hours. The Faculty Internship Advisor in the student's area of specialization will screen the position to ensure that the learning experience is worthy of three hours of academic credit. In general, the following criteria must be met:

1. Does the internship give the student an opportunity to apply his/her classroom knowledge?
2. Does the internship provide specific skill development that supports his/her area of specialization?
3. Does the internship allow the student to work with professionals in his/her field?
4. Does the internship provide an experience that better prepares the student for placement in his/her field?
5. Does the internship provide compensation?

After receiving faculty approval, students will be allowed to enroll in ACCT 4940, EFSB 4940, FINA 4940, IBUS 4940, INFS 4940, MGMT 4940, MKTG 4940, OPMT 4940 or PSLs 4940 depending on their area of specialization. Students may enroll in the course during the internship experience or may enroll one semester after completing the internship.

The internship receives a pass/fail grade which will be based on the internship supervisor's performance evaluation of the student and on an internship report. The student's performance will be evaluated by the supervisor on the following criteria:

- Quality of work performed
- Working relationship with others
- Oral/written communication skills
- Maturity
- Leadership characteristics
- Initiative and motivation
- Willingness to accept responsibility
- Student's overall performance

The student will turn in a 12-15 page Internship Report to the Internship Faculty Advisor on the first day of finals week of the semester in which the student is enrolled. The report should include the following major topics:

- A description of the employer's organization and background information.
- A description of the major activities/projects that were part of the internship experience, with examples wherever possible.
- An explanation of the specific skills developed during the internship.
- A discussion of the ways in which the internship experiences relates to coursework.
- A discussion of how the internship has helped prepare the student for future employment.

Internship Report Guidelines

Marketing, Professional Sales and Accounting majors must follow the report guidelines set by those departments. For complete details, visit the following websites:

Marketing/Sales

<http://homepages.utoledo.edu/akoh/>

Accounting

<http://www.utoledo.edu/business/ACCT/ACCTInternOp.html>

A cover sheet including student's name, Rocket ID Number, local address, phone number, email address, employer's name, academic semester and date.

- Report should be typed double spaced on 8 1/2 x 11 paper with one (1) inch margins all around and numbered pages.
- The student should include letters of recommendation from their employer and/or examples of accomplishments and projects as an appendix to the paper.
- The report should be well written, grammatically correct, and make liberal use of headings and sub-headings to explain your experience.
- The report will be evaluated and graded by the Internship Advisor and any other faculty member whose expertise would aid in the evaluation process.