Internship & Co-op Handbook

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It’s All About Experiential Learning

Experiential learning sends students out of the classroom into a world that is complex and interconnected, challenging their prevailing world view and their ability to take responsibility for their own learning. In experiential learning it is the student who determines intentional, measurable learning objectives.

Experiential learning is a process through which students develop knowledge, skills, and values from direct experiences outside a traditional academic setting. Experiential learning encompasses a variety of activities including:

- Internships
- Service learning
- Undergraduate research
- Study abroad, and
- Other creative and professional work experiences.

Well-planned, supervised and assessed experiential learning programs can stimulate academic inquiry by promoting interdisciplinary learning, civic engagement, career development, cultural awareness, leadership, and other professional and intellectual skills.

Learning that is considered "experiential" contain all the following elements:
- Reflection, critical analysis and synthesis
- Opportunities for students to take initiative, make decisions, and be accountable for the results
- Opportunities for students to engage intellectually, creatively, emotionally, socially, or physically

To truly gain genuine knowledge from an experiential learning experience, certain abilities are required:

- the learner must be willing to be actively involved in the experience;
- the learner must be able to reflect on the experience;
- the learner must possess and use analytical skills to conceptualize the experience; and
- the learner must possess decision making and problem solving skills in order to use the new ideas gained from the experience.

Learning is then evaluated based on reading, writing, presenting, or producing projects that measure achievement based on direct experience.

Internships
An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

- National Association of College and Employers

Career related experience has many names used in institutes of higher education. In addition to “internship,” names include:
- cooperative education (co-op)
- practicum
- externship
- apprenticeship
Characteristics of Internships:
• contributes to the student’s personal and professional development through challenging work assignments
• is completed before the student graduates from the university although in some cases internships can be completed the summer between the student completing the undergraduate degree and before beginning a graduate degree program
• is planned and scheduled through consultation with the department or college so as to fit into the undergraduate experience
• involves a supervision component that is mentoring and educational
• includes career related experiences that complement what is learned in the classroom
• will have a reflection and evaluation process at the conclusion of the internship
• builds upon the relationship the department/college/university has with employers
• is most successful when the student, the department/college, and the employer all share responsibility in making it a valuable experience

Characteristics of Service-Learning
Service-learning offers a unique opportunity for students -- from kindergarten to college students -- to get involved with their communities in a tangible way by integrating service projects with classroom learning. Service-learning engages students in the educational process, using what they learn in the classroom to solve real-life problems. Students not only learn about democracy and citizenship, they become actively contributing citizens and community members through the service they perform.

- Corporation for National and Community Service

When you enroll in a Service-Learning course it means the professor has agreed to include a service option or requirement in the course. Instead of writing a research paper or taking an exam, you will perform community service and then relate that service to the course material in a written report, presentation, or other method of reflection of the instructor's choosing. The amount of time required for this option is entirely up to the professor and, therefore, will vary from course to course.

The difference between service-learning and internships, clinicals, practica or field placements
Service-Learning experiences are tied to course learning objectives while also fostering civic engagement and responsibility whereas; internships, etc. provide students with experiences to develop professional skills.

Characteristics of Undergraduate Research
An inquiry or investigation conducted by an undergraduate student that makes an original, intellectual, or creative contribution to the discipline....

- The Council on Undergraduate Research

Research contributes to an expansion of knowledge through inquiry, investigation or experimentation aimed at the discovery of facts, theories, or laws. It spans inquiry from isolating a specific gene to investigating the workings of a camel's third eyelid, from identifying themes of masculinity in dance choreography to determining if older computer users are put off by fancy graphics.

Undergraduate research requires an educational collaboration between students and faculty members. Research experiences may be initiated by students who seek out faculty supervision for their projects or by faculty members who involve undergraduate students in their research teams.
Research can culminate in a written or oral presentation as a means of making the body of academic knowledge or creative exploration accessible to other investigators in the field, as well as to the general public. Ohio State's annual spring Denman Undergraduate Research Forum offers a wonderful opportunity to practice sharing your work orally and visually.

**Characteristics of Study Abroad**
Knowing that experiential learning is the process of making meaning from direct experience, The Ohio State University Office of International Affairs provides support for campus internationalization initiatives and the development of education abroad opportunities for students. Ohio State offers more than 100 study abroad programs in over 40 different countries, and close to 20 percent of undergraduates have a study abroad experience before they graduate. Students have the opportunity to study business in France, learn Spanish in South America, perform research in Iceland, intern in Switzerland or volunteer in Honduras. For more information about study aboard opportunities visit: http://oia.osu.edu/study-abroad.html

**The Importance of an Internship**
How important is it really to do an internship before applying for a job? Do you need to get the hands-on experience that is talked about when discussing the importance of internships or is it really a matter of just landing the right job?

**What if I don’t have time to do an internship?**
During the school year students may feel overwhelmed with coursework, sports, or co-curricular activities that may keep them extremely busy while leaving no time to think of doing an internship or a job. Many students may also feel that they are caught in a bind since they need to make money to pay for their expenses but they can only find unpaid internships in their field.

**Getting Your Feet Wet by Doing an Internship:**
Internships are a proven way to gain relevant knowledge, skills, and experience while establishing important connections in the field. Internships are also a way to get your feet wet and find out if a specific field is something you could see yourself doing as a full-time job. Internships may be completed during fall or spring semester or full time over the course of the summer. Unpaid internships may be easier to get but may also pose problems if making money is necessary, especially during the summer.

**Financial Considerations When Doing an Internship:**
Financial considerations when looking for an internship can make a big difference in the decision-making process. Sometimes students will do a part-time or full-time job to supplement the time that they are spending at their internship. Whether an internship is paid or unpaid there are many things that need to be taken into consideration in order to decide if an internship is worthwhile. It’s important to decide if an internship will ultimately be in the best interest of the student in order to help them meet the requirements they will need when applying for a full-time job.

**How Do I Get Funding for My Internship?**
Some colleges also offer funded internships for students. Check with your college to see if they offer a funded internship program that may help to meet the requirements of your college curriculum while offering experiences that employers seek when hiring new college graduates for entry level jobs. In addition, many foundations and organizations offer financing to college students so they may try writing to a number of them to see if they provide funding for students seeking to do internships in their field.
Doing an Internship and a Job:
Students may elect to do a summer internship a couple of days per week while working a part-time job for the remainder of the time. For those who need to maximize the amount of money they make over the course of the summer, they may look into doing an internship during the academic year when they are less likely to expect to make money to help defray their college expenses. In addition to internships, volunteer opportunities can also be an excellent way to gain experience and exposure to the work force. Employers love to see volunteer experiences on a student’s resume. Volunteering shows commitment to causes and certain values that are intrinsic to the individual who have participated in these types of experiences. Employers look for employees who are publicly engaged and who take an interest in community service and in doing good work.

What Employers Want?
Internships and volunteer experiences make candidates more competitive in the job market. In addition to gaining exposure and experience in the field, they also provide an opportunity to see if the particular career field is the right one based on getting personal experience in the field. No matter what opportunities you engage in, it’s important to maintain professionalism and take on the individual responsibility that is required.

The Benefits of Doing an Internship
By doing a great job and completing more than what is required of you in your internship, you will be creating a great impression that can provide a great reference letter at the least and may even potentially lead to a potential job offer. When you leave the organization at the end of the internship, you should ask for a recommendation letter that you can keep on file for future reference.

Internships are a Learning Experience:
Internships are a great way to learn the ropes so even if you find yourself filing or making coffee, as long as you’re learning about the field take advantage of the opportunity and don’t take the experience lightly. Asking questions is one key to learning in an internship and keeping yourself flexible throughout the internship can open many doors.
The Process  *(See appendix for forms)*

Determine if you want to complete an internship through your academic major or through the Office of Career Services. If you choose to do an internship through your major, contact a faculty member in that department for information regarding internship procedures. If you choose to complete an internship through the Office of Career Services read and follow the steps below.

1. Decide if you want internship for academic credit or for non-credit.

For Academic Credit…

2. Determine if you meet the following pre-requisites:
   * Enrolled in good standing at Ohio State University
   * At least a rank 2 *(30 semester hours)*
   * Successfully completed at least two sessions of full-time study – *(at least one at OSU–Marion)*
   * Possess a minimum cumulative GPA of 2.5

3. Decide on the amount of credit you want to receive for this internship:
   * 2 credits  *(60 hours = 6 hours a week)*
   * 4 credits  *(120 hours = 12 hours a week)*
   * 6 credits  *(180 hours = 18 hours a week)*
   * 8 credits  *(240 hours = 24 hours a week)*
   * 10 credits  *(300 hours = 30 hours a week)*
   * 12 credits  *(360 hours = 36 hours a week)*

   **Note:** a maximum of 12 academic credit hours can be earned via internships/co-ops through the College of Arts and Sciences.

4. Research, apply, and secure internship opportunity. *(See the next section for guidance)*

5. Complete the Student Internship Agreement and the Student Registration Form and secure the signature of the internship supervisor before proceeding *(see appendix)*.

5. Secure an academic faculty member to supervise the ‘academic component’ of the internship. Inquire, propose concept, and compromise on agreed upon assignment. Complete the academic component section of the Student Registration Form and secure the signature of the faculty member.

6. Return the completed Internship Agreement form and the Student Intern Registration form to the Office of Career Services. Upon receipt enrollment in A&S 3101.01 will be granted.

7. Give the Internship Supervisor and Faculty Supervisor their respective evaluation forms with the instructions that they need to be completed and returned to the Office of Career Services by the last day of the classes for the semester/summer session

8. Deliver the evaluations to the Office of Career Services by the last day of classes for the semester/summer session. An ‘S’-Satisfactory or ‘U’-Unsatisfactory grade will be submitted to the Registrar’s Office as the official grade.
For Non-Academic Credit…

1. Research, apply, and secure internship opportunity. Complete the duties and responsibilities form (see appendix) and secure the signature of the internship supervisor before proceeding.

2. Complete the Objectives and Goals section of the Student Intern Registration form to the Office of Career Services. Provide a proposal stating your objectives and a minimum of five goals that includes the knowledge and skills you expect to gain from the experience.

3. Upon receipt of Internship Agreement form and Student Intern Registration form, enrollment in A&S 1191 will be granted. Experience will be recorded on your official transcript as non-credit.

4. Give the internship on-site supervisor the Employer’s Evaluation of Student Intern form with instructions that it needs to be completed and returned to the Office of Career Services by (give date) last day of classes of the semester/summer session.

5. Upon delivery of the evaluation to the Office of Career Services, a non-credit completion notification will be submitted to the Registrar’s office for inclusion on the official transcript.

Applying for an Internship

The first thing you'll want to do is identify your career goals and begin early. Focus on a particular field where you need experience and start planning early in the semester of the school year about where to find an internship.

The best place to find your internship is through networking, whether it's through friends, family, colleagues, former employers or even alumni. Make frequent use your college’s career services office.

Next, check out online resources such as internships.com, ohiomeansinternships.com, idealist.org, experience.com, GoAbroad.com, Indeed.com, SimplyHired.com, usajobs.gov/studentjobs. The Internet is a great place to find lists of well-known internships across the country and across the globe. And you can also turn to the web for classified ads. Yes, look at job websites, but even though it says the word jobs, there are plenty of internships, especially in a down economy, where people are looking for free labor.

If you're not exactly sure which field you'd like your internship in, maybe it would be best to attend some career fairs. Or perhaps you already have a specific company in mind. Don't be afraid to visit that company, professionally dressed, your resume in hand, and ask about internship possibilities.

Whether it's at a career fair or in person at a company, be prepared with what we call and elevator speech - 60 seconds to talk about yourself and what you can offer that company if you're, say, trapped in the elevator with the president of that company.

Whether it's looking for internships online or in person, keep track of your findings. Take some notes about each visit. You can do that with a piece of paper, on your telephone, in your computer, desktop or a tablet. Because when you're looking for internships, the place you may find it is through previous contacts, and you'll want to remember those names and faces of people that you've met.
Create Your Own Internship

Step I: Identify "good fit" organizations
If you have searched existing internship programs and have not found a good match with your interests, career goals or geographic parameters, don’t despair. Many students are able to create their own internships by using the strategies described below. Important tip: Do not use a single strategy, as following multiple methods will give you a greater chance of success.

Think about the types of work you want to do and what you want to learn – go ahead and dream about where you would “love” to work. You open up a world of possibilities when you expand your sights beyond advertised internship postings and consider the variety of organizations doing work in your field(s) of interest. Here’s how to proceed:

Use your college’s career center for the following resources:
- On-line jobs and internship database
- Career Reading Rooms contains books, employer directories, and other valuable information
- Network with everyone you know. Over 70% of jobs and internships are found by networking with past employers, family, friends, professional contacts, etc. Talk to your contacts and ask questions to identify people who can potentially help you, suggested questions include:
  - Who do you know that works in the career field, or with the company, that interests me?
  - Do you know someone with a lot of connections…a person who likely knows someone working in the field that interests me?

If you have a target city, read their newspapers. Is someone starting a program or business that could use an intern? Who are the people involved in issues that appeal to you? Many newspapers can be found online. You can also use Lexis-Nexis, available through the library, to search for contacts. For example, if you want to do archive work in Chicago, you could search for articles about "museum acquisitions" in that city.

Take advantage of community resources. Those interested in local businesses can search local chamber of commerce’s, the United Way, membership directories to identify contacts working in industries from Accounting to Zoos. Use the Internet to find the Chamber of Commerce in other cities. Likewise, browse Internet sites that feature company and industry information. Sites that organize employers by industry are particularly helpful as you can learn about employers whose products and services relate to your interest areas. These resources often include a contact person. Recommended sites include Employer Locator and Hoover’s Online. When you use University Libraries to access Hoover’s Online, you’ll be able to search through a greater number of employer profiles than when you use Hoover’s general web site. The library purchases subscriptions to a variety of useful job and internship resources including employer directories and trade journals.

Career/Job Fairs are a great place to make contacts and ask questions. Each year several internship and job fairs are held on campus. Information about these events is posted on our home page. Departmental Resources are often available. Visit your academic department’s web site, or that of any departments that relate to your career goals, to see if your department maintains a listing of internship opportunities.
Step 2: Make Contact
Once you have a list of contacts, you will need to make your "pitch" by calling or e-mailing the person who is in the best position to assist you. Generally, the best contact person within each organization will be the head of the department in which you would like to work. With small businesses or non-profits, you'll likely need to contact the owner or executive director.
Because you are hoping an organization will want you to work for them, you need to express how you can be helpful to them:

- Do this by asking if there are any projects that you could assist them with that would allow you to gain experience in your specific interest area.
- Tip: Don’t start off by asking if they have “internships available.” Your goal in this situation is to acquire any work experience that will provide you with experiential learning. If the company does not have a structured internship program, such a question may shut down the conversation.
- Your pitch will be stronger if you describe how your skills or knowledge areas relate to the organization’s operation.
- You can promote the skills you have acquired through coursework: writing, analyzing, research, public speaking and teamwork!
- If the contact does not have a position available, try to get the name and contact information of someone they know that might have one available.

Keep in mind when you offer "to do project work" or "serve as an intern", the experience will most likely be unpaid. To distinguish the position from volunteer work, you should try to negotiate for learning components (e.g. permission to attend departmental meetings or shadow designated members of the organization).

Step 3: Send Your Letter and Resume
The contact will likely request a copy of your resume. Have it ready to send before you make your first call or send your first e-mail message. All follow-ups you have with potential internship sites should be prompt to make it easier for the employer to assist you. Plus, a quick response on your part will demonstrate enthusiasm for the opportunity.

Wait a week to follow-up with a phone call. The call will demonstrate assertiveness on your part, and it will allow you to reinforce your interest in working for that organization.

The Application Process
Once you have identified an internship you would like to obtain the next step is the application process. Applying for an internship includes developing and targeting your cover letter and resume, providing the employer with a list of references, asking for a letter of recommendation, and sending out thank you notes after the interview. Developing an effective cover letter and resume are key to getting to the next stage of the process - obtaining an interview.
The Cover Letter

Cover letters tend to follow a very simple format:

1. 1st Paragraph - Why you are writing.
2. 2nd/3rd Paragraphs - What you have to offer.
3. Last Paragraph - How you’ll follow up.

First Paragraph:
When sending out a cover letter it is important to let the employer know what you are applying for at the very beginning of your letter.

Example 1:
Please accept my application for the summer analyst position recently posted on MonsterTRAK.

Always be clear, concise, and specific in your communications. This provides the employer with the exact information they need up front to direct your letter to the appropriate person or department. If you have a mutual contact that referred you, the first paragraph is the place to include it.

Example 2:
Ms. Mary Smith, a Brandeis alumna and Vice President of Corporate Affairs at Merrill Lynch, recommended that I mention her name when applying for the Merrill Lynch summer analyst position recently posted on MonsterTRAK. My strong academic commitment in addition to my participation in a number of co-curricular activities as well as a previous internship with Smith Barney makes me an excellent candidate for this position.

Second/Third Paragraph:
What you have to offer includes all of the knowledge and skills you have acquired in your college courses, co-curricular and volunteer activities, as well as previous internships and jobs. (You may designate one paragraph to discuss relevant coursework and co-curricular activities and the second paragraph for relevant work/internship experiences or you can choose to include them all in one paragraph.)

Example:
During my first two years at Kostalott University I continually excelled in all of my business courses, especially finance and economics. I have thoroughly enjoyed the challenges that these courses have provided and I found myself totally immersed in the overall management and business course culminating in a major project and presentation completed before several visiting corporate executives. The project required a great deal of organization along with strong team work skills to make the presentation a success. The outcome was received well by executives and the feedback included a statement that they planned on implementing several of our recommendations at the corporate level. In addition, I served as treasurer of my sophomore class for two semesters and we put together two major fundraisers for charities of our choice in the time span of four months.

My internship with Smith Barney allowed me to fully utilize my analytical skills and quantitative reasoning learned in the classroom. After six weeks on the job, my supervisor recommended that I participate in a project involving senior analysts and I ended up assisting with the final presentation
developed for the board of directors. This experience helped me to learn how to think on my feet while also developing an increased sense of self-confidence.

**Last Paragraph:**
The last paragraph is an opportunity to sum up the letter and approach how you will follow-up. Unless the posting specifically states that they do not accept phone calls or that they request that you please do not contact them, this is where you will describe how you will follow-up to ensure receipt of your documents and possibly request an interview. By following up you not only ensure that your documents are received; hopefully, you will encourage the employer to take a second look at your qualifications. It also indicates to the employer that you are still interested in the position and are looking forward to learning more about it.

**For Example:**
Thank you for your time and consideration. I would like the opportunity to make a positive contribution to Merrill Lynch while interning as a summer analyst. I will call you in one week to further discuss my candidacy.
Dear Mr or Ms. Last Name:

I am interested in applying for the scientific research summer internship position that was listed through The Ohio State University Office of Career Services.

I have had a great deal of laboratory experience in chemistry, biology, and geology, both indoors and in the field. In the lab, I have performed chemical reactions and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

Last summer, I worked as conservation assistant at Clumber National Park. I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research.

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

Your Signature

First and last name

Enclosure: resume
The E-Mail

Etiquette is always important. Internships are often competitive and you want to put your best foot forward right from the start. A polite, professional e-mail could make the difference between never getting a response and getting an internship offer.

**DO NOT** write…

*Hey, I'm interested in an internship with your organization. Do you have any openings? Thanks.*

- This e-mail is too casual and does not include the necessary information that an internship site supervisor will need to know. Your e-mail will likely be ignored.

**DO** write something like…

Hello Mr./Ms./Dr. *(Last Name)*:

My name is *(your name)*, and I’m interested in the work you are doing at *(name the organization)*. I learned about your organization from *(state where you found the internship/who you talked to about the internship)* and your mission at *(organization)* relates directly to my interest in *(state your interest)*. As a *(name your major)* at The Ohio State University, I’ve learned about *(name something you’ve learned that relates to the internship)* and would like the opportunity to gain hands-on experience and offer my services as an intern.

I am currently seeking internship opportunities for *(state the semester and course you will enroll)*. I am hoping your organization is looking for interns or volunteers for that time frame. If so, would you be willing to meet in person or by phone to discuss those opportunities? I am available *(name specific days and times you are available within the next two weeks)*. I am reachable by phone or e-mail, but if you cannot get back to me, I will happily *(call or e-mail)* you again next *(name the day)*. If your organization does not have internship or volunteer opportunities, do you have any suggestions of other organizations in the area that are doing similar work?

I look forward to hearing from you. Thank you very much for your time.

Sincerely,

*(Your Name)*

**Notes:**

- Use proper English, including correct grammar, spelling, and punctuation.
- Important information to include:
  - Definite date when you can start
  - Contact information *(name, phone, e-mail)*
  - What you can contribute to the organization
- Do not attach your resume at this time to the e-mail *(could be confused for spam)*.
- Customize every e-mail you send so it doesn’t look like a form letter. Make it specific to each organization.
The Resume

For many college students writing a resume is something they procrastinate about because they don’t
know exactly where to start. Students agonize over starting a resume only to later realize that once they
got started, it wasn’t as terrible as they thought.

For first year and sophomore students, it is often about feeling that they don’t have anything to include on
a resume. For seniors, it is often that they feel that employers will not take their academics and internships
seriously; so they don’t know how to leverage their experiences to show employers that they possess the
skills and accomplishments that employers are seeking in entry level candidates.

Writing a resume can be overwhelming. Since most employers will skim a resume in less than 10
seconds, it’s imperative that applicants immediately catch the attention of the reviewer so that they will be
included as one of the few candidates selected to come in for an interview. Putting together an effective
resume is more than just including the right experiences on paper; it’s also about bridging the gap from
academics to the real world by showing the employer that you have what it takes and that you are the
perfect person for the job.

The following 10 tips will help you take your resume from just good to awesome:

1. **Start the resume strong:**
   Be sure to include all of your personal information at the top. You can include your name in 16 pt. font in
   order to make it stand out and get noticed.

2. **Target your resume**
   Resumes focused on the qualifications of the internship will be looked over and given further
   consideration as opposed to those resumes that can be used to apply to just any type of position out there.
   It’s key to show knowledge about the industry and what the employer is looking for in order to showcase
   your skills and accomplishments that are a good match for the employer and the industry.

   It's important to create a strong "Relevant Experience" section on your resume. Relevant experience may
   vary so be sure you review the qualifications for the internships so that you will include everything you've
done - coursework, jobs, internships, volunteer experiences, community service projects that may be
relevant to the particular job.

3. **Use concise language in your resume:**
   Be specific in describing your experiences. Avoid clichés like “responsibilities or duties included” on the
   resume and get to the point by identifying your experiences in a concise manner. Begin each phrase with
   an action verb (assisted, performed, created) and avoid the use of personal pronouns (I, me, you, they,
   their) and articles (a, an, the).

4. **Proofread your resume:**
   It cannot be stressed enough about the importance of having a document that is free of spelling and
   grammatical errors. A resume is one of the most important documents you will write and by not showing
   a high level of attention to detail; you may lose your chance at getting a job by not focusing on creating a
   perfect documents. Writing a resume is one time that perfectionism is essential. Asking others, including
   professionals and career counselors, to review your resume prior to sending it out is an excellent idea if
you really want to get the internship. With so many resumes to review, one spelling or grammatical error on your resume may quickly send your document to the trash.

5. Maintain your honesty and integrity:
Beginning a career by focusing on honesty and integrity will bring you a long way in the future. If you feel the need to fabricate your past experiences, those “little lies” will usually catch up with you and cause the employer to doubt your credibility in the workforce and as an employee with high integrity.

6. Highlight your personal and professional goals and objectives:
By focusing your resume on your vision for the future, it will help the employer to decide if this position or industry is the right match for both you and the company. In any case, having internship goals will make your experience richer and more meaningful.

7. Quantify your successes and achievements:
Employers love to see numbers that are seen as keen indicators of success. For example, “increased sales over last year by 30%” gives employers a much more accurate indication of your abilities than if you wrote “sold 100 air conditioning units during the months of July and August”. It’s important to quantify your achievements by using dollar amounts, percentages, and annual goals to make these experiences seem clearer.

8. Include your education on your resume:
As a student or new graduate, include your education immediately following the heading on your resume. Since you have been devoting yourself full time to getting your degree, you want to highlight this by including it at the very beginning of your resume. After a few years in the workforce, you will then move your Education section to the bottom of your resume. It’s important to include the name and location of the college or university you attended along with your degree, major/minor, grade point average, honors and awards, and anything else that would show your dedication and achievement during the course of your studies.

9. Including references and professional portfolio with your resume may be a good idea:
Oftentimes references are not submitted until the employer asks for them. More recently I have heard from many employers who prefer to have references and portfolios (if applicable) submitted right along with the resume. When asking for a reference, be sure to ask the person if they feel they know you well enough to supply an excellent reference. You can create a second page to include with your resume that lists your references name, title, organization, phone, and e-mail address. Be sure to ask permission before submitting the names of any references.

10. Make sure your resume looks professional:
Putting too little or too much on a resume is never a good idea. If your resume looks too sparse, try adding coursework, volunteer, co-curricular, and any specialized skills like computer or foreign language. As a college student, it is also best to keep your resume to one page whenever possible. One of the challenges in writing a good resume is to organize it to include the highlights of your experiences that are most important for the employer to know.
Sample Resume

Joe Student
100 Main Street - Somecity, Ohio 43210 - (800) 765-4321 - studentjoe@mymail.com

Objective
Obtain an internship in the ___ Department at ___Company/organization

Education
Name of College/University
City, State, Zip
Anticipated Graduation Date (Month/Year)
Degree, Major/Minor/Concentration / GPA (Overall and/or Major)

Honors & Awards
Honor Society, Dean’s List, Scholarships

Skills
(Depending on what is being sought, list items related to computers/languages/music/photography etc.)
• List computer programs, foreign language, and any specialized skills you possess

Relevant Experience
Title, Organization, Location, Dates
• Use action verbs to explain your responsibilities beginning with most recent experience first
• Use concise language to create effective action verb statements highlighting skills and accomplishments
• Edit out articles and pronouns and begin phrases with action verbs
• This section can include coursework and lab experience as well as previous jobs and internships

Course Name, Academic Department, College, Dates
• Identify the objectives of the course; including, projects, papers, and presentations
• Mention both individual and team accomplishments

Additional Experience
Title, Organization, Location, Dates
• This section might include previous waitress, administrative, and on-campus jobs where you have gained some solid transferable skills including organization, communication, interpersonal, and analytical skills
• Be selective on what you include in your resume. Remember to give priority to information relevant to the job or internship and focus on the skills developed as a result of the experience. All previous internships and/or jobs do not need to be included on every resume

Co-Curricular Activities
Club Memberships, Sports, Music, Arts

References
Available upon request
References

References often provide what employers are looking to find out about a potential intern or job candidate. Employers look to find information on how someone previously performed on the job, what kind of student they were, as well as personal and professional qualities and attributes.

Personal and Professional References
You've mailed in your cover letter and resume. The employer has contacted you to schedule an interview. It's now time for you to prepare a list of people you will want to use as references so that you will be ready when the employer asks for them.

Professional References Format
When you provide a list of professional references to an employer, you should include your name at the top of the page. Then list your references, including name, job title, company, and contact information, with a space in between each reference.

Include at least three professional references, who can attest to your ability to perform the job you are applying for, on your list. Below demonstrates how to format a list of professional references for employment or business purposes.

Joe Student
100 Main Street - Somecity, Ohio 43210 - (800) 765-4321 - studentjoe@mymail.com

References

John Killeny
Human Resources Director
Alston Industries
52 Milton Street
Somecity, OH 12435
(740) 333-3333

Janet Smithley
General Manager
McGregor Company
1001 Route 20, Suite 210
Other City, OH 54321
(419) 444-4444

Samantha Greening
Marketing Director
Samson Enterprises
108 Fifth Avenue
Big City, OH 98765
(614) 555-5555
Requesting Letters of Recommendation / Requesting References

If you're interviewing for a new job, expect to have your references checked prior to getting an offer. Having good references can be the clincher to getting that new job. Plan ahead and compile a list of references and some letters of recommendation now, so you're prepared when a prospective employer requests them. Review sample reference letters so you know what to expect from your reference writer.

Who to Ask for References
Who should you ask to provide references? On the average, employers check three references for each candidate, so have at least that many ready to vouch for you. It's important to know your references, to select the right people, and to get their permission to use them. You need responsive people that can confirm that you worked there, your title, your reason for leaving, and other details.

It's also very important to have a good idea of what they are going to say about your background and your performance. It's perfectly acceptable to use references other than your employer. Business acquaintances, professors/academic advisors, customers, and vendors can all make good references. If you volunteer consider using leaders or other members of the organization as personal references.

When leaving a position you should ask for a letter of recommendation from your manager. As time passes and people move on, it's easy to lose track of previous employers, so with letters in hand, in advance, you'll have written documentation of your credentials to give to prospective employers. If you haven't done so already, it's never too late to go back and ask for letters from previous employers to include in your personal files.

How to Ask for a Letter of Recommendation
Don't ask "Could you write a letter of reference for me?" Just about anyone can write a letter. The problem can be what they are going to write about. Rather, ask "Do you feel you know my work well enough to write me a good recommendation letter?" or "Do you feel you could give me a good reference?" That way, your reference writer has an easy out if they are not comfortable writing a letter and you can be assured that those who say "yes" will be enthusiastic about your performance and will write a positive letter. Offer to provide an updated copy of your resume and information on your skills and experiences so the reference writer has current information to work with.

In addition to references, you may be asked for contact information concerning your supervisor. However, prospective employers should get your permission before contacting your current supervisor to avoid jeopardizing your current position.
The Interview

You’ve already sent out your cover letter and resume and the employer has recently contacted you about scheduling an interview. Below are some tips to help ensure a successful interview, which is the next step in the internship process. By following these ten interviewing tips you will be well on your way to having a successful interview and ultimately an internship offer.

1. Be Prepared
   You can prepare yourself for the interview by selecting appropriate interview attire beforehand (suits for business), researching the company, and preparing a list of questions you have for the interviewer. Bring a copy of your resume with you to the interview in case the interviewer does not have one on hand. Last but not least, practice answering sample interview questions to prepare you and gain confidence before the interview.

2. Make a Good First Impression
   The interview is your opportunity to market yourself and it is the reason you prepared and sent out all of those resume and cover letters. Once you get the interview, it is your job to create a good first impression by being prompt, being yourself, attending to your nonverbal behavior such as firm handshake and maintaining eye contact throughout the interview, and by taking the first few minutes to develop rapport with your interviewer. You will want to appear poised, yet comfortable and relaxed during the interview. A good first impression will set the stage for a successful interview.

3. Emphasize Your Skills and Accomplishments
   Focus on your skills and accomplishments, including: high school/college coursework, volunteer and co-curricular activities, and your computer and language skills. Previous internships and/or work experiences are important as well as describing your transferable skills: communication, interpersonal, organization, strong analytical and problem solving, etc..

4. Provide the Interviewer with Examples of Your Skills
   One form of interviewing that is popular today is called Behavioral Interviewing. The interviewer will provide you with a scenario and ask how you would handle a specific situation. Preparing for these types of questions before the interview, will provide a quick reference to previous relevant experiences. (For example, Describe a situation where you were able to think on your feet and come to an immediate decision to get a project completed on time.) In this case, the interviewer is interested in your thought process and problem solving capabilities.

5. Understand The Question Before Answering
   It is OK to ask the interviewer for clarification or to repeat the question. You want to know what the interviewer is looking for before you go ahead and assume that you have the right answer.

6. Follow the Interviewer's Lead
   Do not spend too much time on any one question but make sure you have answered the entire question before going on to the next one. You might want to check with the interviewer to see if you answered the entire question or if he/she would like additional information.
7. Emphasize the Positive
You may be asked during the interview to give a list of your strengths and weaknesses. Remember in these types of questions to focus on the positive. When referring to weaknesses, recognize those things you feel you need to work on and quickly shift to actions you have taken to improve in this area. Specific examples can be helpful to illustrate your progress. Ask questions that show you are serious about the opportunity. “What will be expected of me?” “Have previous interns stayed on with the organization?” “What skills will I most likely develop as a result of completing this internship?” “Exactly what type of work will I be performing as part of this internship?”

8. Bring Samples of Your Work
If you are in a field such as; graphic design, photography, studio art, education, or communications where a sample of your work would be helpful, bring these samples with you to the interview.

9. Close the Interview with Confidence
The beginning and ending of the interview can be the most crucial aspects of the interview. End your interview with confidence. Thank the interviewer for his/her time and ask when you may expect to hear back from the employer. Ask for the interviewer’s business card.

10. Follow Up the Interview with a Thank You Note
Take this opportunity to clarify a topic discussed in the interview and to reaffirm your interest in the organization and the internship. Send a thank you note to everyone you interviewed with on the day of your interview.

After the Interview

Thought the Interview was Over?
The average applicant thinks the interview is over when they leave the interview that day. For many average applicants they are right it is over. For those in the know realize they are just getting to the good part.

Showing Them You’ve Got it Together
Following up after the interview separates the amateurs from the pros. The amateurs don't do it… the pros do. How do you follow up like a pro?

First, using the business card you got at the interview you’ll notice the four things you want. 1) The correctly spelled name and title. 2) The street address. 3) The interviewer's e-mail address 4) a phone number.

Second, you send a thank you e-mail for the interview that very evening so it's waiting for the interview when he/she gets to work the next morning.

Third, you make a follow-up phone call to the interviewer on the fifth day after the interview. Let the person know of your continued interest in the position and ask if there is any further information he/she needs from you. If the person is not available when you call, leave that basic message on voice mail.

Fourth, you send a snail mail letter to him/her ASAP. It basically expresses your interest in the position and summarizes some of your strongest points as they relate to the opening. About now many interviewers are thinking, "Wow, if this is the professional manner this applicant works this is the kind of
person we want." From that point on, just once a week, you politely alternate between phone, e-mail and snail mail until you or someone else got the job.

**The Big Misunderstanding**
The average applicant misunderstand this follow-up approach. They think, "I don't want to bother the interviewer they must be too busy." WRONG. Did you know that some organizations purposely wait one to three weeks to make offers? They observe who follows up and how many times and who does not (especially in sales jobs). That is actually the real interviewing part. Average applicants don't do this. Top pros know the big sales (and jobs) are always achieved in the follow-up.

**Accepting the Internship Offer**
After the offer has been made, make sure to confirm the start and end dates of the internship, along with the number of hours to be worked each week.

Verify the internship duties and responsibilities by asking questions concerning the training and experience you will receive as an intern. Develop an outline of objectives and goals you plan to achieve through the internship. Compare your outline with the description provided by the internship supervisor.

Follow-up with pending applications with the other organization to which you may have applied before accepting the current offer. If another offer comes in, you can compare them to determine which fits you the best.

Accept the internship offer verbally and by sending a letter of acceptance through the mail. Convey within the letter your pleasure at being selected as an intern, express any questions you may have and reiterate the terms of the internship, such as the hours required and basic duties. E-mail this letter if the majority of your correspondence has been through e-mail or the Internet.

Call to accept the internship. Call only if the corporation practices a more casual method of correspondence and if most of the communication you've had with the company has been in person or over the telephone. During your conversation, express gratitude for being selected as an intern, review the duties and responsibilities, and confirm the time frame of the internship.

Complete contract paperwork for the internship. Some internship supervisors require contracts to clarify duties and responsibilities and terms of the internship. Read all documents prior to signing. Pay special attention if a non-disclosure or non-compete clause is included.

Work out any conflicts. Compare the schedule of your internship with other events and activities in your life. Address any interferences caused by another job, travel requirements, classes or personal obligations before you begin your internship.
You landed the internship, congratulations!! Now comes the time to prove yourself and gain as much as you can from the experience.

Career counselors, employers, and others have long touted the importance for college students to work one or more internships during their college years, and a recent study released by the Vault.com shows that college students are listening: almost 9 out of 10 (86 percent) college graduates reported completing at least one internship, and more than two-thirds (69 percent) reported completing two or more internships.

So, knowing that you will have one or more internships during college, what are the keys to making the most of your internship?

Follow the guidelines below and you should be well on your way not only to a successful internship, but to a successful career.

1. **Set Personal Goals.** While some internships are very structured, others are not, so you need to spend some time before you start the internship setting goals that you want to accomplish. Maybe it's deciding on what area within marketing that you want to specialize, or learning new skills, or building your network. Whatever your goals, you will feel a greater sense of accomplishment once you achieve them.
   **Hint:** Setting unrealistic goals could make even a good internship seem bad, so make sure your goals are realistic and attainable in your internship.

2. **Have Regular Meetings with your Supervisor(s).** Sound obvious? Well, maybe, but you may get a supervisor who never schedules meetings with you or travels quite a bit, so you have to make sure to have regular meetings where you can share experiences and lessons learned -- both good and bad -- as well as give progress reports.
   **Hint:** While you want to keep your supervisor abreast of your accomplishments, remember to also be a good listener and learn as much as you can during these meetings.

3. **Tackle all Tasks with Enthusiasm and a Positive Attitude.** In just about every company, the new hire/intern is going to have to "pay his or her dues." You will undoubtedly be given some grunt work to do, such as making photocopies, but the key is to complete all your work assignments with the same level of enthusiasm and professionalism.
   **Hint:** You might also consider working extra hours (beyond the required number for the internship) to show your work ethic to your supervisor(s).

4. **Avoid Negativity.** The quickest way to kill a good internship is being negative. So, avoid complaining, being rude, disrespecting coworkers, arriving late, leaving early, being closed-minded, missing deadlines, appearing arrogant, wearing improper attire, acting unprofessionally, appearing inflexible, and taking part in office politics.
   **Hint:** A common mistake among interns and new hires is treating secretaries and clerks as being beneath them -- avoid this behavior at all costs.
5. **Never Shun a Chance to Learn More About the Company/Industry.** Take every opportunity presented to you to attend company or industry meetings, conferences, and events; participate in training workshops; and read all company materials.

   **Hint:** Meetings may appear (and actually be) boring to you, but they can often offer a good chance to increase your knowledge, network, and build relationships.

6. **Get as Much Exposure as Possible.** Some of the best internships rotate you among departments and supervisors, but if yours doesn't, don't let that stop you from tackling new tasks, meeting people outside your department, and attending company social events. The more you are exposed to new ideas and new people, the more you'll learn.

   **Hint:** Joining the company softball team (or other informal group) is a great opportunity to meet new people in a relaxed and informal environment.

7. **Don't be Afraid to Ask Questions.** Always remember that an internship is a learning experience for you. While the employer expects to get a certain level of work from you, you are not expected to know everything. Seek advice and raise questions whenever you encounter something that is not familiar to you. Be open-minded about new ideas and procedures -- remember that you don't know everything and that your professors didn't teach you everything.

   **Hint:** Smart people know that there really is no such thing as a dumb question, so ask before doing.

8. **Take Initiative.** Employers love employees who dive into tackling tough problems and who think "outside the box" in finding solutions. Just make sure you work with your supervisor(s) so you don't overstep your authority -- and make sure you share successes with him or her.

   **Hint:** There is a fine line between taking initiative and being perceived as a "know-it-all," and for interns especially, it is best to err on the side of caution.

9. **Find a Mentor.** A mentor is someone at a higher level in the organization that looks out for you and makes sure you are learning what you need to know and accomplishing what you need to do. A mentor can also shield you from office politics and be a good sounding board for you to discuss ideas, ask questions, etc.

   **Hint:** Your supervisor could be your mentor, but it could also be another person within the organization.

10. **Network, Network, Network.** One of the key tools of job-hunting is utilizing your network to find your next career step, whether another internship or a job upon graduation (and beyond). Build professional relationships with your supervisor(s) and other managers in the organization. These people are also a good source for getting other job-hunting advice and tips from their years of experience.

   **Hint:** Even if you have a bad experience on an internship, never burn your bridges because you never know when it could come back and hurt you. Always leave on good terms.

11. **Leave with Tangible Accomplishments.** One of your goals with any internship is leaving it with some tangible results - both for your resume and your career portfolio (if you use one). Maybe you developed a brochure, computerized an inventory system, organized a sales conference, met with clients, tracked industry trends, etc.

   **Hint:** Keeping a journal may help you remember all the things you accomplished on your internship.
12. **Enjoy Yourself.** Most internships are great experiences, so make sure you have some fun while you're working and learning. Don't be so uptight that you are perceived as something you're not. **Hint:** Just make sure you don't overdo the fun -- and avoid office romances.

### After the Internship

If you made the most of your internship, then you are ready to turn your experience into a catalyst for your future career. Many firms and organizations turn to their intern pools to recruit for entry-level positions. You can capitalize on this trend, not only by doing an outstanding job throughout your internship, but by following through with the following steps after your internship is complete.

- **Keep in Touch:** Shortly after you finish your internship, send thank-you notes to your supervisor, mentors, and any colleagues who went out of their way to enrich your experience. You might also consider sending a note to one of the firm's executives or someone in Human Resources who oversees the internship program. All of these people might be valuable contacts in the future and all deserve written thanks if you have enjoyed your internship and learned from your experience.

- **Assess your Experience:** While your internship experience is fresh in your mind, reflect on what you learned about yourself and the industry in which you worked. Evaluate the work environment and corporate culture. What do your conclusions tell you about your interest in the industry in which you worked or in the role in which you played?

- **Update your Paperwork:** For your resume, craft a suitable section that highlights your internship with accomplishments and responsibilities. You can use some of your reflections as generated in the point above to steer you toward the duties that you most want to emphasize to future employers. If you need help integrating your new experience into your existing resume use printed and online resources to unify your draft. Also, write your mentor or supervisor and request a letter of recommendation. In your request, you should include your updated resume as well as a cover sheet that illuminates the kinds of assessments you have made about your experience. Give your recommender as much material and insight as you can as to what you hope he or she will write about. The more reflection and effort you put into your request for a letter of recommendation, the better your letter will be.

- **Pursue New Opportunities:** Use your internship as a springboard for your next career move. If the company you worked with is not hiring at the moment or you want to pursue a related but not identical internship opportunity, don't be afraid to ask your former colleagues for helpful advice. You might be surprised at how willing they might be to provide you with contacts either at competing firms or with clients doing the kind of work you are interested in. Always follow through with people who offer you their time and always act professionally and value the network of which you are a part.
Student Internship Agreement

- Return this completed form with the Student Intern Registration Form to the Office of Career Services before beginning an internship/co-op.

- You are responsible for obtaining your own co-op/internship experience. Career Services can provide leads about known experiences but you will ultimately be responsible for making contact and arranging the details. It is suggested that you pre-register for a full-time course load in case you do not obtain a position.

- If you receive any type of financial aid, you must see a financial aid advisor to learn how a paid co-op/internship might affect your aid package. You must do this prior to accepting a co-op/internship position.

- Once you have accepted a co-op/internship position, you must notify the Coordinator of Career Services and discontinue your search.

- Prior to each co-op/internship agreement, you must register for ARTSSCI 3191.01 for credit or 1191 for no-credit.

- Courses from another institution during internship must have the written approval of your academic advisor.

- At the end of each co-op/internship work agreement, submit a written evaluation detailing what you gained from your work experience. Failure to do so will result in an “Incomplete” or “Unsatisfactory” grade on your transcript.

- You are to inform Career Services of address and telephone number changes during the internship/co-op.

- Internship/co-op (and work-study) schedules are arranged between you and the employer based on the employer’s needs and your academic schedule. You are, therefore, expected to abide by the work schedule established between you and the organization at which you are completing your internship/co-op. Any changes must be discussed with your employer and approved by the Coordinator of Career Services.

- In the very rare event where a change in employer is approved by Career Services, you must submit a letter of resignation to your employer and send a copy to Career Services at least three weeks prior to your next internship/co-op agreement. Note: You must resign before seeking another co-op/internship position.

- If as an internship/co-op student who is being paid, you are considered a temporary employee at your site and cannot by law file for unemployment compensation for the time you are not working at your site.

- Your internship/co-op employer may, but is not obligated to, offer you a permanent position after completion of your internship/co-op agreement nor are you obligated to accept such an offer if it is made. Inform the Coordinator of Career Services if you are made an offer and are considering accepting.

- By signing this agreement you authorize Career Services to release your current transcript and all subsequent grade reports to interested employers.

Your signature below attests to your acceptance of the above conditions for participation in the Internship/Cooperative Education Program. Obtain the signatures of an Ohio State participating faculty member (only if taking Arts and Sciences 3191.01 for credit), and the internship/co-op supervisor and return the Internship Agreement to the Coordinator of Career Services before you begin the co-op / internship experience. A copy of this agreement will be kept on file at Career Services.

Student’s Signature ___________________________ Date ____________

Ohio State Faculty Supervisor (needed for credit option only) ___________________________ Date ____________

Internship/Co-op Supervisor ___________________________ Date ____________

Coordinator of Career Services ___________________________ Date ____________
- Student Intern Registration Form -

1. **Contact information:**

   ___________________________________________________________________

   First Name, Last Name, Middle Initial       Student Identification Number

   ___________________________________________________________________

   Mailing Address       Telephone

   ___________________________________________________________________

   City, State, Zip       E-mail Address

   a. **Please check one:**

   _____ Autumn       _____ Spring       _____ Summer       Year: ______

   b. **Inclusive dates of experience:** Starting date: _____/ _____/ ________    End Date:   _____/ ______/______

2. **Credit or Non-Credit** Check one:

   _____ A&S 1191 (for non-credit)

   _____ A&S 3191.01 (for academic credit)

   Check the number of academic credits requested:

   _____ 2 credits  (60 hours = 6 hours a week)

   _____ 4 credits  (120 hours = 12 hours a week)

   _____ 6 credits  (180 hours = 18 hours a week)

   _____ 8 credits  (240 hours = 24 hours a week)

   _____ 10 credits (300 hours = 30 hours a week)

   _____ 12 credits (360 hours – 36 hours a week)

   **Note:** A&S 3191.01 can be repeated up to a maximum of 12 total credits.

3. **Internship/Co-op Information**

   ___________________________________________________________________

   Business /Organization Name       Internship/Co-op Supervisor’s Full Name

   ___________________________________________________________________

   Mailing Address       City, State, Zip

   ___________________________________________________________________

   Telephone Number       E-mail address

4. **Academic Component Information** *(for A&S 3191.01 only)*

   ___________________________________________________________________

   Faculty Supervisor Name       Faculty Supervisor Signature

   ___________________________________________________________________

   Title

   ___________________________________________________________________

   Department

   ___________________________________________________________________

   Telephone number       E-mail address
5. Internship duties and responsibilities *(to be determined with internship site supervisor)*

____________________________________________________________________________________________________________________________________________________________________________________________

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6. **For Credit:** Academic component *(be detailed and specific)*  
   **For Non-Credit:** Objective and Goals

____________________________________________________________________________________________________________________________________________________________________________________________

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- Employer’s Evaluation of Student Intern -

**Employer Instructions:**
*Complete and return this evaluation upon completion of the student internship to the Coordinator of Career Services - Ohio State University at Marion - 1465 Mount Vernon Avenue - Marion, OH 43302-5628.*

<table>
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<tr>
<th>Student’s Name</th>
<th>Supervisor’s Name</th>
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<th>Business Name</th>
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<tr>
<th>Business Mailing Address</th>
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On a scale of 1 – 5 (1 = Poor, 2 = Fair, 3 = Good, 4 = Good, 5 = Excellent), evaluate the student’s performance in the following areas:

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<th>Rating</th>
<th>Comments</th>
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<td>Attitude / Enthusiasm</td>
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<td>Attendance / Punctuality</td>
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<td>Overall Performance</td>
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Please describe the student’s duties:

________________________________________________________________________

________________________________________________________________________

How successfully did the student fulfill these responsibilities? Please describe specific strengths and weaknesses you noticed.

________________________________________________________________________

________________________________________________________________________

Additional comments:

________________________________________________________________________

________________________________________________________________________

Please review this evaluation with the student.

________________________________________________________________________

________________________________________________________________________

Student’s Signature                          Date

Supervisor’s Signature                       Date
- Employer Responsibilities -

When you extend an offer to a student, provide them with a letter to specify dates of assignment (including starting date and time), compensation (if/when available), location, and the person to whom the students should report.

At that time, you should also inform the students of any conditions of participation such as physical exams, security clearances, etc. If your organization has a dress code, be sure to inform the students before they come to the work location.

Alert key personnel that intern students should receive some training prior to beginning their duties.

Provide an orientation at which time:
- give a tour of the facility
- offer information on your organizational structure your expectations of the students, including work hours, dress code, and safety and security procedures
- discuss organization policies
- explain students' responsibilities and your expectations for their performance
- set specific and measurable objectives agreed upon by student and their immediate supervisor

During and after the internship experience:
- give student regular briefings and guidance
- assign student meaningful assignments – projects that they can develop and complete
- provide performance feedback. Candid, constructive performance feedback is an important part of a student's professional development. A written performance appraisal from the student's immediate supervisor that is then discussed with the student will enhance their learning experience.
- offer a letter a recommendation if you believe the student warrants your positive appraisal.

Evaluating the Experience
Just as you evaluate professional staff on an on-going basis, you should evaluate the intern periodically during the internship, not just at the end of the experience. However, once the process is complete, a meeting with the student and the faculty advisor to evaluate the internship experience is crucial.

Use this meeting to find out if the orientation was adequate, if the internship met the student’s expectations, if the assignment schedule was realistic, and if the college would likely send students to your organization in the future. This wrap-up is an ideal opportunity to discuss ways to improve the staff/intern/advisor relationship.

You should provide documentation to the college so that the intern’s advisor can assign a grade. The college will provide you with the evaluation forms you need to complete in order for the student to receive credit.
- Faculty Supervisor’s Evaluation of Student Intern -
(for A&S 3191.01 only)

Faculty Supervisor Instructions:
Complete and return to the Office of Career Services by the last day of the regularly scheduled classes.

Student’s Name ___________________________ Student Identification Number ___________________________
Co-op Job Title ___________________________ Academic Rank ___________________________ Number of internship credits ___________________________
Major / Minor ___________________________ Semester ___________________________
Organization Name ___________________________ Date ___________________________
Organization Address ___________________________ City, State, & Zip ___________________________

Academic Content Objectives: (to be mutually agreed upon by faculty supervisor and student)

Method of Assessment / Measurement: (to be mutually agreed upon by faculty supervisor and student)

Student Signature ___________________________ Faculty Supervisor Signature ___________________________ Date ___________________________

Faculty supervisor observations, comments, reflections, etc. on student’s attainment of set objectives

Please indicate the grade earned by this student for this internship experience: _____ Satisfactory _____ Unsatisfactory

Faculty Supervisor Signature ___________________________ Title ___________________________ Date ___________________________
- Faculty Supervisor Responsibilities -

The chosen faculty supervisor for an internship/co-op should have an initial meeting with the student during which expectations for the academic project portion of the internship are discussed, agreed upon by both parties and documented.

Minimally, the student needs to submit a written report at the end of their experience to the faculty supervisor. The content, length, and format will be pre-determined by the faculty member. Other methods of assessing the academic component of the internship/co-op are open for consideration between the student and faculty supervisor. The faculty supervisor should keep a copy of the agreed upon expectations and make a copy for the student.

Require the student to contact you at least once during the internship to discuss how the academic component is progressing and whether any adjustments need to be made. Additional contacts by e-mail, phone, or in person are encouraged. Final written reports are due to the faculty member at the end of the experience on the day that was stated in the original expectations agreement. ARTSSCI 3191.01 Internships/Co-op experiences are graded S/U.

At the end of the internship/co-op experience the faculty supervisor will complete the Faculty Supervisor’s Evaluation (other side) and return it the Career Services Office.
- Intern Self Evaluation -

Student Intern Instructions:
Complete and return to the Office of Career Services by the last day of the regularly scheduled classes.

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<th>Student’s Name</th>
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<tbody>
<tr>
<td>Internship/Co-op Job Title</td>
<td>Academic Rank</td>
</tr>
<tr>
<td>Major / Minor</td>
<td>Semester</td>
</tr>
<tr>
<td>Business / Organization Name</td>
<td>Date</td>
</tr>
<tr>
<td>Business / Organization Address</td>
<td>City, State, &amp; Zip</td>
</tr>
</tbody>
</table>

On a scale of 1 – 5 (1 = Poor, 2 = Fair, 3 = Good, 4 = Good, 5 = Excellent), evaluate the following aspects of your experience.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Appropriateness of job expectations</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quality of supervision</td>
<td></td>
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<td></td>
<td>Working conditions</td>
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<td></td>
<td>Staff collegiality</td>
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</tr>
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<td></td>
<td>Compensation</td>
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<tr>
<td></td>
<td>General degree of satisfaction</td>
<td></td>
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<tr>
<td></td>
<td>Educational/Career enhancement</td>
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</table>

Briefly explain how you located, applied for, and got this internship agreement

_________________________________________________________________________

_________________________________________________________________________

Describe the duties involved in your position

_________________________________________________________________________

_________________________________________________________________________

What should prospective interns know about this experience (high points, difficulties, etc.)?

_________________________________________________________________________

_________________________________________________________________________

Student’s Signature        Date
# - Intern Activity Log -

*This activity log is to be completed weekly either by the student intern or supervisor as agreed upon between the two parties throughout the internship.*

**Student Intern Instructions:** Return this Activity Log with the Employer’s Evaluation form to the Career Services upon completion of internship time period.

<table>
<thead>
<tr>
<th>Week</th>
<th>Breakdown of Activities</th>
<th>Approximate Hours</th>
<th>Skills Learned or Used</th>
<th>Proficiency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>
Employers / Site Supervisors

About the Liberal Arts & Sciences Majors

"In my opinion, a liberally educated person is still the type of individual needed at the highest levels of corporate life... It is that peculiar mix of the behavioral sciences, natural sciences, mathematics, history, and English that produce a mind capable, in later life, of bringing mature judgment to complex--and sometimes great--issues."

Robert J. Callendar
President, Chemical Bank

A liberal arts education is broad-based, preparing individuals for professional positions which require excellent communication, teamwork, and decision-making skills.

Liberal arts graduates are:

- Effective communicators
- Appreciative of diversity
- Critical thinkers
- Analytical problem solvers
- Computer proficient

Arts and Sciences students from The Ohio State University will bring to your organization a vast array of academic backgrounds, ranging from Anthropology to Zoology. We number over 16,000 students. Our 75 academic departments include more than 100 majors, minors and pre-professional programs. Such a vast array of academic areas demonstrates the variety of skills and knowledge our students can bring to you.

Liberal arts students can respond. Their course of study provides them with opportunities to hone writing and communication skills, interpersonal skills, learn to critically analyze the theories and principals presented to them, and delve into the complexity of such patterns. Their ability to take action has been sharpened through advanced research programs, project analysis, and the realization that persistence and motivation spell success.

At OSU Marion students can complete an undergraduate degree in General Business (Fisher College of Business), Elementary Education (College of Education), English, History, Psychology (College of Arts and Sciences) and Nursing (R.N. to B.S.N. program for registered nurses who are graduates of an associate degree or diploma nursing program and wish to earn a Bachelor of Science in Nursing BSN through the College of Nursing)
Employer Internship Agreement

Company Information

Name of Student: _____________________________________________________________

Name of Organization: _______________________________________________________

Name of Supervisor: _________________________________________________________

Mailing Address: ___________________________________________________________

Suite/Unit _________

City: __________________________ State: _______ ZIP Code: ________________

Phone: (____) _________________ Extension: _________________________________

E-mail Address: ____________________________________________________________

Internship Start Date: ___________________________ End Date: __________________________

Total number of work hours during semester: __________________________

Compensation

In compliance with the U.S. Dept. of Labor’s (DOL) Fair Labor Standards Act (FLSA), interns must be paid at least minimum wage and overtime compensation for the services that they provide to “for-profit” private sector employers. Internships in the “for-profit” private sector will most often be viewed as employment, and thus are subject to the minimum wage and overtime provisions of the FLSA.

Exception to the Above

If all six of the following criteria are satisfied the internship can be classified as un-paid.

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under closer supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.
If the internship is being offered as un-paid, please complete the following section.

I, __________________________________________ (internship supervisor), an authorized representative for __________________________________________ (“employer”) hereby affirm that the internship with our company meets ALL six criteria (listed above) of the DOL’s test for unpaid interns and will continue to meet ALL six criteria for the duration of the internship. I further affirm that I have read and understood the entire U.S. Department of Labor, Wage & Hour Division Fact Sheet #71 (April 2010) regarding “Internship Programs Under the Fair Labor Standards Act.” I understand that if the intern is engaged in the operation of the employer’s business or performs productive work, then the fact that the intern may be receiving some benefits in the form of a new skill or improved work habits will not exclude the intern from the FLSA’s minimum wage and overtime requirements because the employer will benefit from the intern’s work. I also agree that this document does not constitute as legal advice from The Ohio State University and that I will consult with an attorney in the event that employer has any questions regarding the FLSA.

Employer Signature: __________________________________________ Date: _____________

Student Intern:

I, __________________________________________ (‘intern’), a student at The Ohio State University agree to work for __________________________________________ (‘employer’) as an un-paid intern.

Student Signature: __________________________________________ Date: _____________

<table>
<thead>
<tr>
<th><strong>Site Supervisor’s Responsibilities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>After an offer is extended and accepted by the student, provide them with a letter to specify dates of assignment (including starting date and time), compensation (if/when available), location, and the person to who the students should report.</td>
</tr>
<tr>
<td>At that time, you should also inform the students of any conditions of participation such as physical exams, security clearances, etc. If your organization has a dress code, be sure to inform the students before they come to the work location.</td>
</tr>
<tr>
<td>Alert key personnel that intern students should receive some training prior to beginning their duties.</td>
</tr>
<tr>
<td><strong>Provide an orientation at which time:</strong></td>
</tr>
<tr>
<td>• give a tour of the facility</td>
</tr>
<tr>
<td>• offer information on your organizational structure your expectations of the students, including work hours, dress code, and safety and security procedures</td>
</tr>
<tr>
<td>• discuss organization policies</td>
</tr>
<tr>
<td>• explain students' responsibilities and your expectations for their performance</td>
</tr>
<tr>
<td>• set specific and measurable objectives agreed upon by student and their immediate supervisor</td>
</tr>
</tbody>
</table>

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During and after the internship experience:

- give student regular briefings and guidance
- assign student meaningful assignments - projects that they can develop and complete.
- provide performance feedback. Candid, constructive performance feedback is an important part of a student's professional development. A written performance appraisal from the student's immediate supervisor that is then discussed with the student will enhance their learning experience.
- offer a letter a recommendation if you believe the student warrants your positive appraisal.

I have read and agree to the site supervisor responsibilities.

Typed/Printed Name: _____________________________________________________________

Signature: ___________________________________________ Date: _____________________

Skills and Tasks

We anticipate that you will offer an internship that is educational by design and is intended to extend the student’s classroom learning to practical applications. With that understanding please list four specific tasks that the intern will be assigned that will help them develop business related skills (for example: communication skills, analytical skills, teamwork skills, etc.). For each task please identify the skill you think will be developed.

1. _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

2. _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

3. _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

4. _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________
Industry Specific Skills

- Please identify specific tasks where students will:

1. **Increase knowledge of industry/products** *(Example: train on company’s products/services; heightened awareness of external factors impacting the industry or company):*

   ________________________________________________

   ________________________________________________

   ________________________________________________

2. **Develop career awareness of opportunities and career paths** *(Example: increase knowledge of professional associations; receive performance feedback on specific behaviors; opportunities for personal discussions with employees about career paths):*

   ________________________________________________

   ________________________________________________

   ________________________________________________

   ________________________________________________

We, the employer and student intern, are in agreement with the above skills and tasks.

Employer Signature: __________________________________________ Date: _____________

* * * *

Student Signature: ___________________________________________ Date: _____________