Business & Industry Internship Program

The Business & Industry Internship Advisory Council is accepting applications for internships with for profit companies for the placement of interns beginning summer of 2013. We expect these placements to be highly competitive among our students.

A student internship request/application form follows. Return the completed form (preferably by email bond.132@osu.edu) or to the Business & Industry Internship Program, c/o Tracy Bond, Internship Coordinator, 302 Ovalwood Hall, 1680 University Drive, Mansfield, OH 44906 or fax to 419.755.4367. If you have questions about this program, please contact Tracy Bond at 419.755.4325 or email bond.132@osu.edu.

Students are NOT placed in internship positions to primarily fulfill administrative and/or general office duties within the company (although a portion of their responsibility may include these duties). All approved internships must be PROJECT BASED.

At the conclusion of the internship term, students must submit an evaluation of the internship experience with the company and tasks accomplished during the term. (If the student is earning credit, the internship course may require additional assignments.)
The Business & Industry Internship Program

Host Company Application

Contact Information:

Name: Date:
Title: Phone:
Business Name: Fax:
Address: Email:

Will this individual manage the internship? ☐ Yes ☐ No

If no, internship will be managed by:

Name: Phone:
Title: Email:

Briefly describe your company (line of business, unique products/services, primary markets, brief history, etc.)

Project Definition (See Appendix A for Guidelines to Develop Your Description)

Internship Job Title:

Preferred Major(s):

Briefly describe the project(s):

Briefly describe the final deliverable and its benefit to your business:
Intern Position Information

Preferred rank: ☐ sophomore  ☐ junior  ☐ senior  ☐ no preference

Start date: ☐ firm  ☐ approx. /  End date: ☐ firm  ☐ approx.

What qualifications are you looking for (e.g., experience, skills, etc.?):

Other Information:
(Any other relevant information regarding intern selection or nature of project)

Internship Funding

- First round of student interns will be placed in summer 2013, autumn 2013 and spring 2014

The internship can be for one or two semesters. There is some flexibility in regards to the number of hours per week and the number of weeks per term depending upon funding and the internship course requirements (if applicable).

The total award paid to students, by the Business & Industry Internship Program, cannot exceed $2000 for undergraduate students.

The number of interns placed each year is dictated by

- the number of qualified opportunities,
- the pool of qualified candidates, and
- available funding

To be considered, hosting organizations must submit a request/application for each internship placement. Internship proposals are evaluated on the basis of the learning experiences they provide for student interns. The Business & Industry Internship Program maintains sole discretion in determining if a particular opportunity qualifies within the definition of "meaningful work projects" and provides a quality educational opportunity.
Please submit this request to:

Email to: bond.132@osu.edu, Fax: 419-755-4367

The Business & Industry Internship Program
C/o Tracy Bond
Internship Coordinator, 302 Ovalwood Hall
1680 University Drive
Mansfield, OH 44906

If you have questions or comments, please contact Tracy Bond at 419.755.4325.

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Appendix A

RECRUITING YOUR INTERN:
Developing an Effective Internship Description
Following are key components of an effective internship position description:

**Organization overview:** Provide the potential applicant with a brief overview of your organization, along with links to your company web site, blog, social media accounts, etc. Remember, internship postings are a form of advertising; students are searching for the right fit.

**Internship title:** Be specific: “Social Media Marketing Intern,” “Event Planning Intern,” “Accounting Intern,” etc. A detailed title will help the students determine if he or she wants to explore your opportunity further.

**Minimum GPA:** Based upon a 4.0 scale, determine the minimum GPA you will accept from applicants (4.0 = A; 3.0 = B; 2.0 = C; 1.0 = D). Consider indicating a slightly lower GPA than may be ideal to increase the number of potential candidates. (e.g., a student with a 2.9 GPA who has an ideal background for your opportunity may not apply if you ask for students with a 3.0 GPA or better).

**Degree track:** Are you looking for a student currently working toward his/her associates or bachelor’s degree? Do you require your intern to be at least a junior? Most students perform internships beginning the summer between their sophomore and junior years of college, but pursuing these types of opportunities earlier is becoming more common.

**Timeframe:** When would you like the internship to begin and end? Typical internship timeframes follow the same schedule as academic semesters: early September to early December for fall; late January to late April for spring; and mid-May to early August for summer.
**Weekly internship hours:** Based upon the company’s needs and the intern’s availability, the internship duration can be one semester or two. Depending on the student’s academic program, he or she may have a minimum number of internship hours that must be completed for academic credit per semester. It is recommended that you state preferred internship hours in your position description (indicating any flexibility), but ask applicants about their availability during the interview process.

**Required and preferred skills:** Students performing internships learn in a hands-on environment. While much will be taught during the internship, some skills are required prior to hiring the student. Should the student be familiar with PowerPoint, excel at public speaking or be creative? You should indicate which skills are required before the internship and which will be learned on the job.

**Responsibilities:** This should be the most detailed portion of your position description. The intern’s responsibilities are the projects the student will perform and be expected to complete during the internship. It is recommended that these are listed from most to least important. While administrative duties may be included in this section, it is important to identify **project work** that is both helpful to you as an employer and educational for the intern, allowing for a meaningful, hands-on experience during the internship. This will be a preliminary list of responsibilities, as they may be modified depending on the skills and interests of the student you hire.

**Other Details:** Is travel involved? Is a personal vehicle required? When is the application deadline? When do you plan to conduct interviews? Will you work with the student for academic credit? Should the student submit a writing sample or portfolio? Specific details can be discussed and negotiated during the interview and internship offer, but providing information up front allows the applicant to learn as much as possible about the opportunity prior to applying. For those students enrolled in an internship course, the supervisor can be contacted by the faculty or internship coordinator to track the student’s progress.

**REFERENCES:**
