THE INTERNSHIP PROCESS

A crucial part of making yourself competitive in the job market is gaining experience through an internship. According to NACE (National Association of Colleges and Employers) national data (2015-2016), a student who completes one internship while in college is 65% more likely to have a job after graduation than a student who has not completed an internship.

Ready to get started? Take it one step at a time...

Step 1: RÉSUMÉ REVIEW

- Have a Career Services Office (CSO) staff member review your résumé to ensure it demonstrates and appropriately reflects your skills and accomplishments.

Step 2: COVER LETTER

- Have a CSO staff member review your cover letter. This document accompanies your résumé with each application. It is the employer’s first look at your qualifications.

Step 3: SEARCH PROCESS

- Many resources are available to assist you in finding an internship. For best results, seek help from a mix of online resources, on-campus events and network connections.

USE YOUR RESOURCES

ONLINE

- Handshake - Kent State’s internships and job database. Employers post directly to this site daily. www.kentjoinhandshake.com
- CSO Listserv - Receive 2-3 emails with direct links to new opportunities for jobs/ internships every week. Email: buscareers@kent.edu to be added to the list.
- LinkedIn - Connect with KSU alumni working in the field you desire by searching Kent State University in the search bar. Reach out through private message to set up informational interviews and inquire about opportunities. Search and apply for positions through the Jobs tab. www.linkedin.com
- Ohio and U.S. Internship Positions - OhioMeansInternships.com is a resource that details internships/jobs in and out of state. This site is filtered to remove scams.
- Glassdoor - Search millions of jobs and research companies with employee reviews, personalized salary tools, and more. www.glassdoor.com
- Non-Profit Sector - Internship/job opportunities at non-profit agencies worldwide can be found at www.idealist.org.
- Sports/Athletic Opportunities - Sports industry positions for both internships and jobs can be found at www.teamworkonline.com.
- Government Jobs can be researched by visiting usa.gov.

ON-CAMPUS

- Fall/Spring University Job and Internship Fair - Meet employers from 160+ companies currently recruiting for jobs and internships (all majors and years).
- Preview Night of Networking - Engage with employers during this College of Business Administration exclusive event the night before the University’s Spring Job and Internship Fair.
- Top Student Scholars Showcase - Interview with up to 12 companies through "speed interviews" during this prestigious event (GPA 3.0+, junior and senior students only).
- Meet the Accountants Night - Networking event with 40-45 companies. Interviews for jobs and internships will occur several days later (for accounting students only).
- Sales Fair - Meet representatives from companies that specialize in sales and marketing and are recruiting for both internships and jobs (all majors and years).
- IT Meet and Greet - Learn about the exciting fields of information systems, computer science, and technology as you network with local businesses that want to hire in these areas (all majors and years).
- Company Information Tables - Meet company representatives who come to the College of Business Administration to recruit Kent students.
- View all events through Handshake –

NETWORK CONNECTIONS

- Career Services Office - Meet with staff to find out about information tables, special events, etiquette dinners and networking functions. Follow us: Facebook (https://www.facebook.com/kentbusiness), LinkedIn (linkedin.com/ groups/354066) and Instagram (@kentbusiness).
- College of Business Student Organizations - Join with other students in your major to meet industry leaders and hear firsthand about opportunities. Search: www.kent.edu/business/student-orgs for more information.
- Faculty - Reach out to the faculty members associated with your field. Ask for company suggestions, stories about past students’ success and possible opportunities. www.kent.edu/business/faculty-staff
- Community/Volunteer Leaders - Time invested through service might open a door to a future experience! www.kent.edu/community/volunteer opportunities
- Previous Managers/Supervisors - If you did a good job previously, there may still be opportunity for you to grow with the company through a different experience.
- Friends/Family - Utilize those closest to you. Make them aware that you are searching. They may know someone who knows someone.

Step 4: APPLY AND FOLLOW-UP

- Create a document (preferably Microsoft Excel) to track where you have applied: How you found the job, Employer Name, Job Title, Contact Name, Method, Date and Follow-Up Date/Method. This document will allow you to keep track of applications across multiple sites. Follow up with application within two weeks of original submission.

Step 5: INTERVIEW AND SEND THANKS

- Schedule a mock interview with the Career Services Office to prepare and enhance your skills. Wear what you plan to wear for the interview.
- Within 24-48 hours of your interview, send a handwritten thank-you card (or email) to each person with whom you interviewed. Thank them for their time, let them know what you appreciate about the position, and reiterate why your skills would be a good fit.

Step 6: REPORT INTERNSHIP TO CSO

- Accept offer. If you are doing an internship for credit, you need to complete the application which can be found here: https://www.kent.edu/business/internships.
- If you are not receiving credit, you still need to notify CSO using the following form: http://tinyurl.com/NotForCreditInternship.

For more information:
Career Services Office
buscareers@kent.edu
FOR MAJOR CREDIT
Requirements: Junior standing (60+ credit hours); meet course pre-requisites; be declared in the major or minor for which credit is sought.

Important Note: Computer Information Systems and Human Resource Management majors are required to complete an internship for credit as part of the degree program.

1. AFTER the offer, BEFORE you begin working:
   a. Provide your supervisor with the Prospective Supervisor Form to complete.
   b. Upload this form to the application located at [www.kent.edu/business/internships](http://www.kent.edu/business/internships).
   c. The specific conditions of the job, including the planned beginning and end dates, the hours per week, salary and the reporting relationships.
   d. Decide whether you will be delaying your credit from summer to fall. (This is the only deferment option.)
   e. If you defer credit to fall, you must still apply by the summer deadline and complete all coursework in the summer (while your internship is being completed).

2. Application Deadlines:
You may not apply for credit retroactively. Credit will not be granted to students who previously completed an internship before they applied. You must be enrolled in the internship course during your required experience hours.

   a. Fall Semester: Friday, October 5, 2018
   b. Spring Semester: Friday, February 22, 2019
   c. Summer Sessions: Friday, July 5, 2019

   * Depending on the dates of your internship, you may need to submit your application earlier. Applications should be submitted before you begin working. Applications received after the stated deadline will be reviewed at the discretion of the academic department.

3. Experience hours necessary for credit:
   a. 155 experience hours, after application approval and self-enrollment in course, during the internship, if you are an undergraduate seeking credit in business management, general business, computer information systems, economics, entrepreneurship, finance, marketing, managerial marketing, human resources or the Professional Sales certificate program.
   b. 300 experience hours if you are an accounting or master's level student.

4. To ensure you qualify academically for the internship:
   a. Check the course catalog for prerequisites: [http://catalog.kent.edu/](http://catalog.kent.edu/)
   b. Internship Course Numbers:
   c. If you have questions about which course you are applying for or how it fits into your plan of study, please see an academic advisor in the Undergraduate Programs Office.

5. Approval Timeline:
   a. 5 - 7 days after your application submission has been confirmed, you will be notified via your Kent email if your internship has been approved.
   b. At that time, you will be provided course registration information so that you may SELF-ENROLL.

FOR GENERAL ELECTIVE CREDIT
General elective credit is available to freshmen, sophomores, juniors and seniors through course BUS 40192 or BUS 40192.

a. To receive general elective credit for your internship, indicate your request for general elective credit on the internship application.

Why apply for general elective credit?
   • You do not meet the qualifications for major credit (see above).
   • You only need elective credits to fulfill graduation requirements. If you are unsure if you need major credits or general elective credits, please contact your academic advisor in the Undergraduate Programs Office to help you determine where an internship course could fit into your plan of study.
   • Your internship experience was not approved for major credit, but may be considered for general elective credit.

NOT FOR CREDIT
You do not need to complete the online application for credit. Instead, once you have accepted the internship offer, please complete the short form: [http://tinyurl.com/NotForCredtInternship](http://tinyurl.com/NotForCredtInternship) to report the following information about the experience: location of internship, major, responsibilities and salary.

QUESTIONS?
Contact: buscareers@kent.edu
College of Business Administration, Room A309
475 Terrace Drive
Kent, Ohio 44242
330-672-1285
[www.kent.edu/business/careers](http://www.kent.edu/business/careers)

DROP-IN HOURS:
Tuesday - Thursday
10 a.m. - Noon

SCHEDULE AN APPOINTMENT: