OVERVIEW & GUIDELINES

The Sy Syms School of Business offers business internships for credit to its students. Internships in business must involve a significant amount of high-level exposure and meaningful work within the context of the opportunity. All applications are reviewed by the YU Career Center. In order for an application to be approved for credit by the Career Center, the internship site must provide the intern with an opportunity to grow intellectually and offer a professional experience that is directly related to the intern's business major. Routine office work, summer camp experience, waiting tables, etc., would not be suitable.

STEP 1: Students submit application materials for review to the Career Center by the deadline (see deadlines on bottom of page 2):

1) Business Internship for Credit Application (Pages 4 – 6 of this packet) – filled out by student
2) Business Internship Proposal (Pages 7 – 8 of this packet) – filled out by your internship supervisor (or a hiring rep)
3) Copy of your unofficial transcript (cut/paste copy from "MyYU" account into Word or Excel document)

All application materials must be sent via email to the Career Center (careercenter@yu.edu).
- It is the student’s responsibility to ensure that all materials are received by the deadlines.

STEP 2: Materials are reviewed to ensure that the necessary information has been provided and that the internship demonstrates sufficient educational merit.
- NOTE: It may take up to two weeks to review/approve your application once it is sent to the Career Center.
- If approved, you will be notified by email (at the email address you provide in the application form).
- Students in summer internships, or students who are enrolled part-time in the fall or spring semester, must pay fee to the Office of Student Finance:
  o Fee should be paid within two weeks of receiving approval notification.
  o You may call and pay by phone at the Office of Student Finance (212-960-5269).
  o Once paid, you need to email the Career Center to let us know, so we can have you registered for the internship. For fee details, see http://yu.edu/osf/ tuition-fees/undergraduate/.
  o Once registered, students MAY NOT drop class

STEP 3: Students send final documentation at the end of the semester to the Career Center (careercenter@yu.edu) by the deadline (see deadlines on bottom of page 2):

1) Supervisor Evaluation (p. 9 – 10) (filled out by internship supervisor)
2) 2,800-word Academic Paper (p.11)
3) Daily Journal (p.12)
4) Student Evaluation (p. 13)
5) Resume (p.14)

Grades will be based on the final documentation, and students will receive a grade of P (“Pass”) or N (“No Credit”).
# APPLICATION CHECKLIST

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<tr>
<th>Item/Action Completed?</th>
<th>Due by:</th>
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<tr>
<td>☑ Submit Application (p. 4 – 6)</td>
<td>By Application Deadline</td>
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<td>☑ Submit Transcript (from MY YU)</td>
<td>By Application Deadline</td>
<td>Student</td>
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<td>☑ Submit Business Proposal (p. 7 – 8)</td>
<td>By Application Deadline</td>
<td>Employer</td>
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<td>☑ Pay Registration fees</td>
<td>Upon approval by Career Center</td>
<td>Student (summer or PT students ONLY)</td>
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<td>☑ Submit Supervisor Eval. (p. 9 – 10)</td>
<td>By Final Documents Deadline</td>
<td>Employer</td>
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<td>☑ Submit Academic Paper (p. 11)</td>
<td>By Final Documents Deadline</td>
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<td>☑ Submit Daily Journal (p. 12)</td>
<td>By Final Documents Deadline</td>
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<td>☑ Submit Student Eval. Form (p. 13)</td>
<td>By Final Documents Deadline</td>
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<tr>
<td>☑ Submit Updated Resume (p. 14)</td>
<td>By Final Documents Deadline</td>
<td>Student</td>
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## DEADLINES for Final Documents

Please complete & return all required documentation to the Career Center (careercenter@yu.edu):

<table>
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<tr>
<th>SEMESTER</th>
<th>APPLICATIONS DEADLINE</th>
<th>FINAL DOCUMENTS DEADLINE</th>
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<td>SUMMER</td>
<td>FRIDAY, JUNE 16, 2017</td>
<td>FRIDAY, AUGUST 18, 2017</td>
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<td>FALL</td>
<td>FRIDAY, OCTOBER 27, 2017</td>
<td>FRIDAY, JANUARY 5, 2018</td>
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<td>MONDAY, FEBRUARY 26, 2018</td>
<td>MONDAY, MAY 7, 2018</td>
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BUSINESS INTERNSHIP FOR CREDIT – FREQUENTLY ASKED QUESTIONS (FAQ)

“Can I apply?” “Am I eligible?”
- Students must have junior status by the time they begin their internship. This means you must have a minimum of 61 credits completed.
- Students must demonstrate a cumulative average of at least a B (3.0). Internship applicants with averages below a B must be granted written permission from the Sy Syms Dean’s office.
- Students cannot take an internship for credit as their final credits towards a degree. Students must return to campus after their internship.

“How many credits can I earn?” “What kinds of credits can I get?”
- If internship is approved and requirements are successfully met, academic credits are awarded based on number of hours worked at internship during the semester. 1 unit of credit is awarded for each 100 hours of internship work completed.
- Throughout their tenure at Syms, students may earn a maximum of three credits of business internship, which may be earned all at once or in a combination of up to three internships. If a student earns three internship credits, he/she may count the credits as a business elective.
- Both paid, as well as unpaid, internships can be considered eligible for credit, providing internships are approved.

“What do I need to do?” “What are the requirements for obtaining credit?”
- Students must meet the eligibility requirements (listed above).
- Students must submit all application materials by the Applications Deadline (see bottom of page 2).
- The internship application materials must be reviewed and approved by the Career Center.
- The Career Center will send students an official email lettering them know whether or not their application was approved.
- Once approved, summer and part-time fall and spring students must pay the registration fee at the Office of Student Finance (see Fees below for more details).
- At the end of the semester, students will need to provide final paperwork to the Career Center by the Final Documents Deadline (see bottom of page 2).

“What if I do my internship in the fall or spring during regular courses?”
There are certain rules pertaining to fall and spring semesters:
- Students may work at only one company during a given semester.
- Full-time students in the spring or fall semesters (earning 12 credits or more) may only earn one credit for internship (100 hours maximum).
- Business internship credit will be counted in the student’s workload.

Additional Rules:
- Hours from one semester’s internship cannot be used for credit awarded in another semester. Students may submit/finalize their application after they have begun working but UNDER NO CIRCUMSTANCE MAY A STUDENT APPLY FOR A BUSINESS INTERNSHIP AFTER THEY HAVE COMPLETED THE WORK.
- To avoid any potential conflicts of interest, students may NOT intern for a company owned or managed in any way by a family member. The internship supervisor may not be a family member or working under the supervision of a family member.
- Interns may NOT work at a “home-based” business, work from home, or tele-commute.
- Students must work on location at the internship site for the majority of their internship experience.
- Students may continue the same internship throughout different semesters/summers. However, in order to obtain credit, a new application must be submitted and new final documentation must be completed for each academic semester.

Fees:
- For summer or part-time students in any semester, there will be a flat rate tuition charge plus a registration fee. Contact the Office of Student Finance (212-960-5269) or visit http://yu.edu/osf/ for details.
- During the fall and spring semesters there is no charge for full-time students. It is the responsibility of the student to obtain financial clearance after they have been registered.
Date: ____________________________________________

Name: ___________________________________________  I.D.#: ________________________________

Local or Dorm Address: ________________________________________________________________

City: ___________________________  State: _______  Zip: ________________

E-mail Address: ____________________________  Cell Phone #: ___________________________

Home Address: ________________________________________________________________

City: ___________________________  State: _______  Zip: ________________

Are you a Syms Honors student? [ ] Yes [ ] No

NOTE: If you ARE a Syms Honors student, you must send all of your internship application materials directly to: Professor Andrew Geller at andrew.geller@yu.edu. (Please do not send to the Career Center.)

Are you an international student who may need CPT authorization? [ ] Yes [ ] No

Major: ________________________________  Minor: ________________________________

Overall GPA: ___________________________  Total credits earned to date: ________________

For what type of Internship Credit will you be applying? (please select one):

[ ] Accounting Credit (only applicable for accounting internships)
[ ] Business Credit (all other business areas)
[ ] Honors Accounting Credit (applicable only if you are a Sy Syms Honors Student)
[ ] Honors Business Credit (applicable only if you are a Sy Syms Honors Student)

For how many units of Internship Credit* will you apply?

[ ] 1 unit credit  [ ] 2 units credit  [ ] 3 units credit

*100 hours of internship work will be equivalent to 1 credit

Have you done a business internship previously? [ ] Yes [ ] No

If yes, when and for which company? ________________________________________________

Did you receive credit(s) for your previous internship? [ ] Yes [ ] No

[ ] How many? ____________________________
BUSINESS INTERNSHIP FOR CREDIT – APPLICATION (PAGE 2 OF 3)

TO BE FILLED OUT BY STUDENT

Name of Company or Organization: __________________________________________________________

Location of Internship: ___________________________________________________________________

Start Date (MM/DD/YYYY): _________________ End Date (MM/DD/YYYY): _________________________
*Note: Specific start and end dates MUST BE PROVIDED so credit eligibility (number of credits) can be calculated*

Days per week: ___________ Hours per week: ___________ Total hours to be worked during internship: ___________

How did you obtain this internship? [ ] Career Center [ ] Friend [ ] Family [ ] Online [ ] Other (Explain) ___________________________________________________________________

Are you working for a family member or in the family business? [ ] Yes [ ] No

If yes, please explain the working relationship: ___________________________________________________________________

NOTE: Students applying for business internships must demonstrate that the nature of their involvement in the business will be at a sufficiently high level to justify the granting of academic credits. Factors to be considered are the following:

1) Active involvement of the intern in business operations (not just administrative experience)
2) Adequate supervision and completion of the evaluation by the on-site supervisor
3) Relevance of experience toward student’s major or career area

Course work relevant to current/proposed internship (please list specific courses): ____________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Relevance of internship responsibilities to career and major (please explain in detail): ____________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Based on your responsibilities, what do you hope to learn and what skills do you hope to gain from this business internship:

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________
Please review the following statements:

☐ I understand that once I begin my business internship, I am required to keep a daily journal, and submit it with a 2,800-word academic paper and my personal student evaluation of the internship by the deadline. In addition, my Internship Supervisor must submit a written evaluation by the deadline. The Career Center also recommends that I update my resume to include my internship.

☐ I agree to the following: As a summer or part-time student in any semester, I will pay a flat-rate tuition charge plus a registration fee (see details at: http://yu.edu/osf/duition-fees/undergraduate/). Or as a full-time fall and spring semester student, I understand that there is no fee, but that I am responsible to obtain financial clearance after I have been registered.

Student Information

Student's Name: ___________________________ I.D.#: ___________________________
Student's Signature: ___________________________ Date: ___________________________
Student's E-mail Address: ___________________________ Student's Cell #: ___________________________

Company/Organization Information

Company Name: ___________________________
Company Address: ___________________________
Company Telephone: ___________________________ Company E-Mail Address: ___________________________ Company Website: ___________________________

Supervisor Information

Name of Internship Supervisor: ___________________________ Title: ___________________________
Address of Internship Site (if different from above): ___________________________
Supervisor’s Telephone: ___________________________ Supervisor’s E-Mail Address: ___________________________

(STUDENTS: DO NOT WRITE BELOW THIS LINE. FOR CAREER CENTER USE ONLY)

TO: Office of the Registrar / Office of Student Finance
The above student's Business Internship has been: [ ] APPROVED [ ] REJECTED
FOR: [ ] FALL 201__ [ ] SPRING 201__ [ ] SUMMER 201__
Please register student for: [ ] BUS 4741 [ ] BUS 4742 [ ] BUS 4743 for _____ credits.
[ ] ACC 4741 [ ] ACC 4742 [ ] ACC 4743 for _____ credits.

Internship Coordinator Signature ___________________________ Date ___________________________

(DO NOT WRITE BELOW THIS LINE. FOR USE OF OFFICE OF STUDENT FINANCE AND REGISTRAR ONLY)

Office of Student Finance Clearance ___________________________ Date ___________________________
Registered by: ___________________________ Date: ___________________________
CRN ______ Dept. ______ Course # 474 ______ Credit ______ Entered by: ______ Date: ______
Student/Intern Name _______________________________  I.D. # ____________________________

Specific internship responsibilities (additional sheets may be attached if necessary):

| Must the student receive credit to participate in the business internship? | [ ] YES | [ ] NO |

**Criteria for an Experience to Be Defined as an Internship**
To ensure that an experience is educational, and thus eligible to be considered a legitimate internship according to the definitions of NACE (National Association of Colleges and Employers), all the following criteria must be met:

1. The experience **must be an extension of the classroom**: a learning experience that provides for the application of knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The **skills or knowledge learned must be transferable** to other employment settings.
3. The experience **has a defined beginning and end** and a **job description with desired qualifications**.
4. There are **clearly defined learning objectives/goals** related to the professional goals of the student’s academic coursework.
5. There is **supervision by a professional** with expertise and educational and/or professional background in the field of the experience.
6. There is **routine feedback** by the experienced supervisor.
7. There are **resources, equipment, and facilities** provided by the host employer that support learning objectives/goals.


I affirm that this internship **satisfies the above conditions** and that I am willing to work with the above named student/intern during the internship period and that I will provide an evaluation of his or her performance at the end of the term.

Internship Supervisor Signature: _______________________________  Date: __________

*Signature required*
INTERNERSHIP SUPERVISOR CONTACT INFORMATION:

Name of Supervisor: ___________________________ Title: ___________________________

Company: ___________________________

Address: ___________________________

City: __________________ State: __________________ Zip: ____________

Telephone Number: __________________ Fax Number: __________________

E-Mail Address: __________________ Website: __________________

[Please email to careercenter@yu.edu and include student’s name in subject line]

Telephone Verification: Date_________ Initials_________
**SUPERVISOR EVALUATION** (PAGE 1 OF 2)

**TO BE FILLED OUT BY INTERNSHIP SUPERVISOR AT END OF INTERNSHIP**

Please TYPE and fill out this PDF form using the Adobe Reader “Fill & Sign Tools > Add Text Tool”

<table>
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<tr>
<th>Intern Name:</th>
<th>Company Name:</th>
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<th>Name and Title of Internship Supervisor:</th>
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<th>Dates of Internship:</th>
<th>Total hours worked during Internship:</th>
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Please answer the following and please note that descriptions are needed, so we may determine appropriateness of internship for credit:

1) Please describe the responsibilities of the Intern (if necessary, additional sheets may be attached):

   |                                                                                      |
   |                                                                                      |
   |                                                                                      |
   |                                                                                      |
   |                                                                                      |
   |                                                                                      |
   |                                                                                      |

2) How would you rate the overall performance of the Intern?

   - [ ] Excellent
   - [ ] Good
   - [ ] Fair
   - [ ] Needs Improvement

Please explain:

   |                                                                                      |
   |                                                                                      |
   |                                                                                      |
   |                                                                                      |
   |                                                                                      |
   |                                                                                      |

WILF CAMPUS: 500 WEST 185TH ST., FH 413 • NEW YORK, NY 10033 • 646-592-4090
BEREN CAMPUS: 215 LEXINGTON AVENUE, 5TH FL • NEW YORK, NY 10016 • 646-592-4135
EMAIL: careercenter@yu.edu
SUPERVISOR EVALUATION (PAGE 2 OF 2)

3) Was the intern punctual?  
   [ ] Yes  [ ] No

4) Did intern act in a professional manner?  
   [ ] Yes  [ ] No

   Explain: ____________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

5) Would you consider hiring the intern permanently?  
   [ ] Yes  [ ] No

   Explain: ____________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

5) What were some of the areas of strength that the intern demonstrated?  
   ________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

6) Are there any areas where the intern could improve?  
   ________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

7) Would you consider hiring other YU students in the future?  
   [ ] Yes  [ ] No

Intern Supervisor's Signature ___________________________  Date ________

Please submit directly to YU Career Center at careercenter@yu.edu, not to student, by:

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<thead>
<tr>
<th>SEMESTER</th>
<th>FINAL DOCUMENTS DEADLINE</th>
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<tr>
<td>SUMMER</td>
<td>FRIDAY, AUGUST 18, 2017</td>
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<tr>
<td>SPRING</td>
<td>MONDAY, MAY 7, 2018</td>
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(DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY)

Office Verification: ___________________  Date: ________  Initials: ___________
Students are required to submit (via email to careercenter@yu.edu) a 2,800-word final academic paper relating to their experience.

Required Parameters (review your paper and check off the following):

- Overall: Essay must be typed on standard-sized paper (8.5” x 11”) with at least .5” margins on all sides.
- Font: Times New Roman (or similarly clear) font, Size 11 or 12
- Number of Words: 2,800 words (minimum)
- Spacing: Double-spaced
- First page: Should include the title of your paper, your full name, and the company/institution name.
- Headers and footers: Pages must be numbered on bottom right corner and include your full name on each page
- Style: This is an academic paper and should be written as such – with proper grammar, sentences, paragraphs, spelling, etc.
- Due: Final paperwork deadline date (see below)
- Outline: Papers must include each of the five headers below. Questions under each header serve as a guide for suggested topics to discuss in each area. You do not have to answer each question. [NOTE: Students interning with the same company for a second time should consult with the Internship Coordinator or Faculty Liaison for a modified outline.]

I. Executive Summary
- Briefly describe your overall internship experience

II. Background of the Company and Industry/Structure of the Company
- Describe the company - information can include: name, location, history, size (number of employees, sales volume), type of business, main product lines, brief overview of the organization's mission/work, organizational culture, values, etc.
- Describe the “key players” with whom you worked and who served as your mentors

III. Nature of the Work/ Significant Learning Experience (this should entail the bulk of your work)
- Describe the work you did during the internship, specifically describe your project/program, training, key responsibilities, how your project contributed or related to the organization's mission/work/values
- What skills did you learn or improve upon during this experience? What problems did you encounter? How were you challenged? How did you solve your problems? How did you find solutions?

IV. Academic Application
- How did your business studies assist you in your internship assignment? Was your business knowledge enhanced by your internship? Will your experience deepen your understanding of your coursework?
- Describe any academic principles or concepts that you used or saw being used. Which were effective, which were not?

V. Reflection/Recommendations
- How would you rate your experience in your internship assignment? (Excellent, good, poor?) Why?
- What did you discover about yourself or the organization? Describe your style as an intern. Did the internship meet your goals and expectations? Why or why not? Did this internship provide you with any insight into what you want to do after graduation? How is your fit with this type of career?
- What were the strengths of the program? What were the weaknesses? What suggestions do you have to improve the program, if any? Would you or would you not recommend this program to other YU students? Why?
- What feedback did you receive? How did you deal with criticism? What did you learn from your mistakes?

A note about plagiarism: "Plagiarism" means presenting someone else's work as your own. Plagiarism includes using the words of a source (including other students, reference books, articles and even cutting-and-pasting from the Internet) without citing sources, either intentionally or inadvertently. Penalties for plagiarism range from receiving a failing grade for the course to suspension or expulsion from school. All instances of plagiarism are reported to the Dean and become a part of your permanent file.
DAILY JOURNAL

1. The Daily Journal is an important part of the internship coursework as it provides you with the opportunity to reflect on and process your work experiences and allows you to track your hours and work assignments.

2. The Daily Journal should be kept for EACH day that you work, regardless of the number of hours worked. Signed forms will be submitted at the end of the internship and are required to obtain internship credit.
   - Each entry should provide a detailed description of each day's activities. Consider adding your personal comments regarding those activities.
   - Details from your Daily Journal and final academic paper may be useful in future job interviews.

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Additional copies of this page can be made as needed.

Time Period: ___________________________  Total Hours Worked: ___________________________

Internship Supervisor's Signature: ___________________________  Date: ___________________________

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EMAIL: careercenter@yu.edu
We would like to understand what practical experience, knowledge, and/or skills you gained from your internship experience. This information will NOT be shared with the employer. Please answer the following:

Name: ___________________________ Student ID#: ________________

Company or Organization where you interned: ____________________________

Department: ________________________

1. Overall how would you rate the learning experience of this internship?
   [ ] Excellent [ ] Good [ ] Fair [ ] Needs Improvement
   Comments: ________________________________________________________

2. Would you recommend this internship to other students?
   [ ] Yes [ ] No [ ] Not sure
   Please explain: ______________________________________________________

3. Please provide suggestions you may have for future interns who may work here:
   ________________________________________________________________

4. What did you learn/gain from your internship? (check all that apply)
   [ ] Practical experience [ ] Professionalism (business etiquette, dress, etc.)
   [ ] Skills enhancement [ ] Professional contact/networking
   [ ] Guidance in selection of career direction [ ] Fulfillment of personal goals
   [ ] Increased self-awareness [ ] Increased self-confidence
   [ ] Other: _______________________________________________________

5. Was the internship paid? [ ] Yes [ ] No
   a. If yes, what type of compensation did you receive? [ ] Hourly wage [ ] Stipend [ ] Other: ______________________
   b. What was your compensation range?
      Hourly wage: Stipend:
      [ ] $5 – $10/hour [ ] $100 - $499
      [ ] $11 – $15.00/hour [ ] $500 - $999
      [ ] $16 - $20/hour [ ] $1,000 - $1,999
      [ ] >$20.00/hour [ ] >$2,000

6. Were you offered a position with the organization following the internship? [ ] Yes [ ] No
   If yes, did you accept the offer? [ ] Yes [ ] No
   Please explain: ____________________________________________________
Now that you have completed your internship, it is important to include this recent experience on your resume.

Please upload a copy of your resume to YU CareerLink (https://yu-csm.symplicity.com/students/), updated to reflect the new skills you have learned from the business internship.

Suggestions:

- Review your daily log to help you determine your key accomplishments to add to your resume
- Be descriptive – highlighting the skills you gained and your key accomplishments; be sure to consider any transferable skills
- Quantify your accomplishments where possible while still fresh in your mind (e.g., budgets, monies raised, number of people involved)

If you need assistance, please make an appointment with a Career Counselor in the YU Career Center.

In addition to updating your resume, there are a number of ways to maintain a positive relationship with your internship connections. The Yeshiva University Career Center suggests that you:

- Send your supervisor a thank-you note
- Send thank-you notes to anyone who helped you or mentored you at the job
- Connect with your new contacts on LinkedIn or other social media
- Keep in touch with your contacts by updating them with relevant news about your major accomplishments