**OVERVIEW**

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

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**APPLICATION CHECKLIST**

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<thead>
<tr>
<th>Item/Action Completed?</th>
<th>Due by:</th>
<th>Completed by:</th>
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</thead>
<tbody>
<tr>
<td>✗ Submit Application</td>
<td>By Application Deadline</td>
<td>Student</td>
</tr>
<tr>
<td>✗ Submit Transcript (unofficial from MyYU)</td>
<td>By Application Deadline</td>
<td>Student</td>
</tr>
<tr>
<td>✗ Submit Business Proposal</td>
<td>By Application Deadline</td>
<td>Employer</td>
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<tr>
<td>✗ Pay Registration Fees (summer &amp; PT only)</td>
<td>Upon approval by Career Center</td>
<td>Student</td>
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**FINAL DOCUMENTS CHECKLIST**

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<tbody>
<tr>
<td>✗ Submit Supervisor Evaluation</td>
<td>By Final Documents Deadline</td>
<td>Employer</td>
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<tr>
<td>✗ Submit Academic Paper</td>
<td>By Final Documents Deadline</td>
<td>Student</td>
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<tr>
<td>✗ Submit Daily Journal</td>
<td>By Final Documents Deadline</td>
<td>Student</td>
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<tr>
<td>✗ Submit Student Evaluation Form</td>
<td>By Final Documents Deadline</td>
<td>Student</td>
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<tr>
<td>✗ Submit Updated Resume</td>
<td>By Final Documents Deadline</td>
<td>Student</td>
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**DEADLINES**

EMAIL all required documentation to the Career Center (careercenter@yu.edu)

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</table>
Am I eligible?
- Students must have junior status at time of 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. Students must return to campus after their internship.

What are the requirements for obtaining credit?
- Students must submit all application materials (application, business proposal, unofficial transcript) by the Applications Deadline (see bottom of page 1).
- The internship application materials are reviewed and approved by the Career Center (NOTE: This may take up to 2 weeks).
- The Career Center will send an official email lettering students know whether or not the 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 (academic paper, daily log, supervisor evaluation, student evaluation, updated resume) to the Career Center by the Final Documents Deadline (see bottom of page 1).

How many credits can I earn?
- 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.
- Syms students may earn a maximum of 3 credits of business internship, which may be earned all at once or in a combination of up to 3 internships. If a student earns 3 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.

Rules pertaining to fall and spring semesters:
- Students may work at only one company during a given semester.
- Full-time students in spring/fall semesters (earning 12 credits or more) may only earn 1 credit for internship (100 hours max).
- 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 CIRCUMSTANCES 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.
- Once registered, students MAY NOT drop class.

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/tuition-fees/undergraduate/ for details about paying in person or via credit card by phone.
- 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.

Deadlines:
- All documents should be sent to the Career Center (careercenter@yu.edu) by the following deadlines:

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BUSINESS INTERNSHIP FOR CREDIT – APPLICATION (PAGE 1 OF 2)

TO BE FILLED OUT BY STUDENT

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

Name: ___________________________  Student I.D. #: ___________________________

Address: __________________________________________________________

Email Address: ______________________________________________________  Cell Phone #: ___________________________

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

For what type of honors internship credit will you be applying? (Please select one):

[ ] Honors Accounting Credit (applicable only if you are a Syms Honors Student)

[ ] Honors Business Credit (applicable only if you are a Syms Honors Student)

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.)

Major: ___________________________  Overall GPA: ___________________________

Expected Graduation Date: ___________________________  Total credits earned to date: ___________________________

☐ TRANSCRIPT ATTACHED. A copy of unofficial transcript must be submitted with this application. Either contact the Office of the Registrar for a hard copy of your unofficial transcript or go to MyYU to copy/paste the info.

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

NOTE: If you are an international student with an F1 visa, you need Curricular Practical Training (CPT) authorization to accept off-campus employment as part of the curriculum of your degree program. CPT employment MUST be directly related to your major area of study.

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)

For how many units of internship credit* will you apply?  *100 hours of internship work will be equivalent to 1 credit

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

Internship Duration:  Start date ___________________________  End date ___________________________

Days per week _________  Hours per week _________  Total # weeks of internship ______  Total # hours to be worked _________

Have you done a business internship previously? __NO  __YES -- If yes, when and for which company? ___________________________

Did you receive credit(s) for your previous internship? __NO  __YES -- If yes, how many credits? ___________________________

INTERNSHIP INFORMATION

Name of Company or Organization: ___________________________

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:

______________________________

______________________________

______________________________

______________________________

______________________________

______________________________
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

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, my personal student evaluation, and my updated resume by the deadline. In addition, my internship supervisor must submit a written evaluation by the deadline.

☐ 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/tuition-fees/undergraduate/). Or as a full-time fall and spring semester student, I understand that there is no fee, but that I must obtain financial clearance after I have been registered.

Company/Organization Information

Company Name: ____________________________

Company Address: __________________________

Company Telephone: ________________________ Company Email Address: __________ Company Website: ______________________

Supervisor Information

Name of Internship Supervisor: ____________________________ Title: ____________________________

Supervisor’s Telephone: ________________________ Supervisor’s Email 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 ____________________________ Signature ____________________________ Date

Registered by: ____________________________ Date: ____________________________

CRN _______ Dept. ___ Course # 474 ___ Credit ___ Entered by: _______ Date: _________
BUSINESS INTERNSHIP PROPOSAL
TO BE FILLED OUT BY INTERNSHIP SUPERVISOR

Student/Intern Name ___________________________ I.D. # _________________________

Name of Supervisor: ___________________________ Title: ___________________________

Company: ____________________________________

Address: _____________________________________

City: ___________________________ State: ___________ Zip: _________________________

Email: ___________________________ Phone: ___________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

May Yeshiva University use a photo/image of the intern with the company name or logo for the University or Career Center website or social media platform? [ ] 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

(Do not write below this line. For career center use only)

Telephone Verification: Date _______ Initials _______
## SUPERVISOR EVALUATION

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

<table>
<thead>
<tr>
<th>Intern Name:</th>
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<tr>
<th>Company Name:</th>
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<table>
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<tr>
<th>Name and Title of Internship Supervisor:</th>
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<th>Telephone Number:</th>
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<th>Email Address:</th>
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<table>
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<tr>
<th>Dates of Internship:</th>
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<table>
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<tr>
<th>Total Hours Worked During Internship:</th>
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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:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

________________________________________________________________________
________________________________________________________________________

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<tr>
<th>Intern Supervisor’s Signature</th>
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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):

- **Outline**: 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 but you should have these headers. [NOTE: Students interning with the same company for 2nd time should consult with internship coordinator for a modified outline.]
- **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)

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 classwork?
- 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.

**DEADLINES:**

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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 hours and work assignments. The Daily Journal should be kept for **EACH day that you work**, regardless of the number of hours worked. Signed forms must be submitted at the end of the internship and are required to obtain internship credit.

- Each entry should provide a detailed description of (and possibly personal comments about) each day’s activities.
- Details from your Daily Journal and final academic paper may be useful in future job interviews.

### DAILY JOURNAL

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>DETAILED DESCRIPTION OF ACTIVITIES</th>
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*Additional copies of this page can be made as needed.*

Time Period: ___________________________  Total Hours Worked: ___________________________

_________________________________________  ___________________________
Internship Supervisor's Signature            Date
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
   [ ] Skills enhancement
   [ ] Guidance in selection of career direction
   [ ] Increased self-awareness
   [ ] Other:

   [ ] Professionalism (business etiquette, dress, etc.)
   [ ] Professional contact/networking
   [ ] Fulfillment of personal goals
   [ ] Increased self-confidence

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/hour  [ ] $500 - $999
      [ ] $16 – $20/hour  [ ] $1,000 - $1,999
      [ ] >$20/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.

☐ Update your resume and submit as part of your final paperwork.

We recommend that you 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 determine key accomplishments for your resume
- Be descriptive – highlight skills you gained and key accomplishments; 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.

FINAL THOUGHTS

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

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