

# BUSINESS INTERNSHIP FOR CREDIT APPLICATION 2017 – 2018

## 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](mailto: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:
  - Fee should be paid within two weeks of receiving approval notification.
  - You may call and pay by phone at the Office of Student Finance (212-960-5269).
  - 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/>.
  - *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](mailto:careercenter@yu.edu)) by the deadline (*see deadlines on bottom of page 2*):

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

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

**APPLICATION CHECKLIST**

- | <u>Item/Action Completed?</u>  | <u>Due by:</u>                       | <u>Completed by:</u> |
|--|--------------------------------------|----------------------|
| <input type="checkbox"/> Submit Application (p. 4 – 6)_____                          | By Application Deadline _____        | Student              |
| <input type="checkbox"/> Submit Transcript (from MY YU) _____                        | By Application Deadline _____        | Student              |
| <input type="checkbox"/> Submit Business Proposal (p .7 – 8)___                      | By Application Deadline _____        | Employer             |
| <input type="checkbox"/> Pay Registration fees _____<br>(summer or PT students ONLY) | Upon approval by Career Center _____ | Student              |
| <input type="checkbox"/> Submit Supervisor Eval. (p. 9 – 10)___                      | By Final Documents Deadline _____    | Employer             |
| <input type="checkbox"/> Submit Academic Paper (p. 11)_____                          | By Final Documents Deadline _____    | Student              |
| <input type="checkbox"/> Submit Daily Journal (p. 12)_____                           | By Final Documents Deadline _____    | Student              |
| <input type="checkbox"/> Submit Student Eval. Form (p. 13)___                        | By Final Documents Deadline _____    | Student              |
| <input type="checkbox"/> Submit Updated Resume (p. 14)_____                          | By Final Documents Deadline _____    | Student              |

**DEADLINES for Final Documents**

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

| <u>SEMESTER</u> | <u>APPLICATIONS DEADLINE</u> | <u>FINAL DOCUMENTS DEADLINE</u> |
|-----------------|------------------------------|---------------------------------|
| SUMMER          | FRIDAY, JUNE 16, 2017        | FRIDAY, AUGUST 18, 2017         |
| FALL            | FRIDAY, OCTOBER 27, 2017     | FRIDAY, JANUARY 5, 2018         |
| SPRING          | MONDAY, FEBRUARY 26, 2018    | MONDAY, MAY 7, 2018             |

## 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/tuition-fees/undergraduate/> 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.

**BUSINESS INTERNSHIP FOR CREDIT – APPLICATION (PAGE 1 OF 3)**

**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”**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

I.D.#: \_\_\_\_\_

Local or Dorm Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

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](mailto: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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**BUSINESS INTERNSHIP PROPOSAL (PAGE 1 OF 2)**

**TO BE FILLED OUT BY INTERNSHIP SUPERVISOR**

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

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.

See [http://www.nacweb.org/connections/advocacy/internship\\_position\\_paper/](http://www.nacweb.org/connections/advocacy/internship_position_paper/) for more details.

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*

**BUSINESS INTERNSHIP PROPOSAL (PAGE 2 OF 2)**

**TO BE FILLED OUT BY INTERNSHIP SUPERVISOR**

**INTERNSHIP 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](mailto:careercenter@yu.edu) and include student's name in subject line]

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

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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"

Intern Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Name and Title of Internship Supervisor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_ Total hours worked during Internship: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPERVISOR EVALUATION (PAGE 2 OF 2)**

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

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](mailto:careercenter@yu.edu), not to student, by:

**SEMESTER**  
SUMMER  
FALL  
SPRING

**FINAL DOCUMENTS DEADLINE**  
FRIDAY, AUGUST 18, 2017  
FRIDAY, JANUARY 5, 2018  
MONDAY, MAY 7, 2018

(DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY)

Office Verification: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**ACADEMIC PAPER**

**TO BE WRITTEN BY STUDENT**

Students are required to submit (via email to [careercenter@yu.edu](mailto: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 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.

| <u>SEMESTER</u> | <u>FINAL DOCUMENTS DEADLINE</u> |
|-----------------|---------------------------------|
| SUMMER          | FRIDAY, AUGUST 18, 2017         |
| FALL            | FRIDAY, JANUARY 5, 2018         |
| SPRING          | MONDAY, MAY 7, 2018             |



**STUDENT EVALUATION**

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

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

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)

- |  |  |
|--|--|
| <input type="checkbox"/> Practical experience                      | <input type="checkbox"/> Professionalism (business etiquette, dress, etc.) |
| <input type="checkbox"/> Skills enhancement                        | <input type="checkbox"/> Professional contact/networking                   |
| <input type="checkbox"/> Guidance in selection of career direction | <input type="checkbox"/> Fulfillment of personal goals                     |
| <input type="checkbox"/> Increased self-awareness                  | <input type="checkbox"/> Increased self-confidence                         |
| <input type="checkbox"/> 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:                                   |
| <input type="checkbox"/> \$5 – \$10/hour     | <input type="checkbox"/> \$100 - \$499     |
| <input type="checkbox"/> \$11 – \$15.00/hour | <input type="checkbox"/> \$500 - \$999     |
| <input type="checkbox"/> \$16 - \$20/hour    | <input type="checkbox"/> \$1,000 - \$1,999 |
| <input type="checkbox"/> >\$20.00/hour       | <input type="checkbox"/> >\$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: \_\_\_\_\_

\_\_\_\_\_

## RÉSUMÉ

**TO BE UPDATED BY STUDENT AT END OF INTERNSHIP AND UPLOADED TO YU CAREERLINK**

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.symlicity.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.

## 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