Monte Ahuja College of Business

Internship Application

Business students are encouraged to participate in an internship for one semester as a junior or senior at Cleveland State University. The internship experience has proven to enhance real world business knowledge. Students can find internship opportunities in several ways: by identifying and contacting companies on their own, by contacting those provided by the college and university, or by networking at recruitment events sponsored by the Monte Ahuja College of Business. For information about up-coming recruitment events, students are encouraged to check their emails and read the flyers which are posted in the Monte Ahuja College of Business. Internships can turn into full time positions when students show their full potential.

After a student receives an offer for an internship, he or she needs to complete the Internship Application form and submit it to his/her faculty advisor and to the Director of Internship Programs, Dr. Oya Tukel (located in BU 539) for approval.

General Internship Requirements

- Internships are required to be a minimum of 20 hours per week and last a minimum of 10 weeks.
- Students who are working for an organization cannot use their paid work experience for internship credits.
- A minimum of 75% of the intern’s work should be deemed professional in nature.
- The student is required to provide a report to his/her faculty advisor prior to the conclusion of the internship.
- The employer is required to provide an evaluation of the student’s performance during the internship period to the faculty advisor before the semester ends.
- It is the intern’s responsibility to check with his/her faculty advisor regarding specific department requirements pertaining to the intern’s major.
- International students are eligible to participate in internships in the USA. Upon acceptance by a company, international students are required to contact the International Center at CSU to complete additional paperwork.

Please contact Dr. Oya Tukel, Director of Internship Programs, for additional information

216-687-4741
o.icmeli@csuohio.edu
BU 539
**Guidelines for Preparing Internship Report**

Your business internship experience is an important part of your academic degree program in Business Administration. Because you earn academic credit for the field experience, you must prepare a professional management report about the internship. Your report (8-10 pages double spaced) must be submitted to your professor by the last day of instruction. The suggested format is as follows:

1) **Title Page** - Includes course number, course name, name of internship firm, your name, name of professor to whom report is submitted and date.

2) **Introduction/Purpose** - What you were attempting to achieve with the internship.

3) **Internship Information** - Name and address of firm, department or unit in which you interned, dates of internship, name and title of supervisor, products/services made, markets served and nature of the industry in which the firm is operating.

4) **Internship Duties/Tasks Performed** - Types of professional activities you performed, meetings in which you have participated, and professional readings, if any, have you completed.

5) **What you Learned from the Internship** - The bulk of your report should explain what you have learned from the experience - new analytical tools and processes, how the internship experience has complimented or enhanced your understanding of the academic curriculum.
# Internship Approval Form

## Student Information

<table>
<thead>
<tr>
<th>Student Name</th>
<th>CSU ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Major</td>
<td>GPA</td>
</tr>
<tr>
<td>Course Number, Credit Hours</td>
<td>Semester of Internship</td>
</tr>
</tbody>
</table>

## Internship Employer Information

<table>
<thead>
<tr>
<th>Company/Organization's Name</th>
<th>Company/Organization Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor's Name</td>
<td>Supervisor's Title</td>
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<tr>
<td>Supervisor's Phone Number</td>
<td>Supervisor's Email Address</td>
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</tbody>
</table>

## Internship Description

<table>
<thead>
<tr>
<th>Intern Position Title</th>
<th>Semester of Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date</td>
<td>End Date</td>
</tr>
<tr>
<td>Hours per Week</td>
<td>Paid/Unpaid</td>
</tr>
<tr>
<td>Course Number (see next page)</td>
<td>Credit Hours (see next page)</td>
</tr>
</tbody>
</table>
Internship Courses

Below is a list of internship courses available for undergraduate and graduate students through the Monte Ahuja College of Business. Please select the course you would like to register for and indicate the course number and credit hours for your internship on the front of the application in the “Internship Description” section. Note that 400 level courses are for undergraduate students and 600 level courses are for graduate students.

□ ACT 490 (1-4cr) □ ACT 690 (1-4cr) □ BUS 490 (1-3cr) □ CIS 491(1-3cr)
□ CIS 690 (1cr) □ FIN 490 (1-3cr) □ FIN 690 (1-4cr) □ HCA 690 (3cr)
□ INB 490 (1-3cr) □ IST 490 (1cr) □ IST 690 (1cr) □ MGT 490 (3cr)
□ MGT 690 (1-3cr) □ MKT 490 (2-3cr) □ MKT 690 (2-4cr) □ OSM 490 (3cr)
□ OSM 690 (1-4cr)

____________________________________  ________________________
Signature of Approval from Department Director  Date

____________________________________  ________________________
Signature of Approval from College Director,  Date
Dr. Tukel BU 539