



## SCHOOL OF BUSINESS

### GET A BUSINESS INTERNSHIP!

#### WHAT IS A BUSINESS INTERNSHIP?

- An internship is a supervised, career related, work experience eligible for college credit
- Internships may be full or part-time, paid or unpaid, for a summer, a semester, or longer
- To earn 3 academic credits during a semester a student must work 15 hours a week for 14 weeks; a total of 210 hours
- Summer internships should also be 210 hours for 3 credits. The required number of hours changes proportionally with the number of credits

#### WHAT ARE THE BENEFITS TO YOU?

Internship experience is consistently ranked as the number one item employers look for when considering college graduates for a full-time position.

#### INTERNSHIPS ALLOW YOU TO:

- explore and clarify your major and career goals
- develop knowledge, competencies, and experience
- gain practical employment experience
- establish a network of professional contacts

#### WHO IS ELIGIBLE FOR A BUSINESS INTERNSHIP?

- Undergraduate students with relevant coursework completed and a GPA of 2.75 or higher
- MBA students with relevant coursework completed and a GPA of 3.0 or higher
- Students must successfully complete the Internship and Career Practicum class

#### WHAT ARE THE STEPS TO OBTAIN A BUSINESS INTERNSHIP FOR CREDIT?

- ✓ Register for and successfully complete the Internship and Career Practicum (BUS301 and BUS502)
- ✓ Create a resume and draft a cover letter
- ✓ Meet Christine Daly, Career Counselor for Business, to review your resume and discuss internship search strategies
- ✓ Find internship opportunities and research potential companies
- ✓ Send out cover letters, resumes, applications, etc.
- ✓ Interview with companies; receive and accept an offer for an internship
- ✓ Bring a description of the internship to Rendesia Scott, Director of Business Advising (undergraduates), or Aaron Hines, Director of MBA Program (MBA students), for review
- ✓ Complete a field work form; register for the internship credits if the position meets the requirement and you are eligible
- ✓ During the internship, submit weekly and a final report to Rendesia Scott (undergraduates) or Aaron Hines (MBA students) for review and approval. The employer must also submit a mid-term and final evaluation of the student

#### FOR MORE INFORMATION

Christine Daly, Career Counselor for Business  
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## PICTURE YOURSELF AS A BUSINESS INTERN AT ONE OF THESE COMPANIES

These are just some of the opportunities available to you!

### NEW YORK CITY EMPLOYERS

- Accenture
- Armani Exchange
- Bank of China
- Capitol Records/EMI Music
- CBS Sports
- Citigroup
- Ernst & Young, LLP
- Fox News Channel
- Goldman, Sachs & Co
- HSBC Inc.
- Internal Revenue Service
- J W T Communications
- Katz Media Group, Inc.
- KPMG
- Marvel Entertainment
- Moody's Investor Service
- MTA New York City Transit
- MTV Networks
- NBC Universal
- New York City Economic Development Corporation
- New York City Office of Management and Budget
- NYTimes.com
- O'Connor Davies Munns & Dobbins, LLP
- Ogilvy Public Relations Worldwide
- Port Authority of NY & NJ
- PricewaterhouseCoopers
- SONY BMG Entertainment
- UBS Financial Services, Inc.
- WABC-TV

### LOCAL & REGIONAL EMPLOYERS

- Alfandre Architecture
- Ameriprise Financial Services, Inc.
- Bailey Browne CPA
- Central Hudson Gas & Electric Corp.
- Clear Channel Radio of the Hudson Valley
- Cumulus Broadcasting
- Enterprise
- First Investors Corporation
- Gateway Community Industries, Inc.
- Health Quest
- Hudson Valley CPAs
- Hudson Valley Renegades
- IBM Corporation
- Laerdal
- Merrill Lynch
- Mediacom
- New York State Assembly Intern Committee
- Northwestern Mutual Financial Network
- PRIMERICA Financial Services
- Sedore & Company, C.P.A.'s
- Sodexo
- Spectrum Creative Solutions
- St. Francis Hospital
- Target
- TD Bank
- Ulster Savings Bank
- Vanacore, DeBenedictus, DiGiovanni, & Weddell
- Wolf-Tec Inc
- Zumtobel

