

Go to the CBA website for
online application, internship listings
→<http://cba.unomaha.edu>

Contact Jonna Holland:
RH 304G, 554-3156
jholland@unomaha.edu

INTERNSHIP GUIDELINES

PLEASE NOTE: Once you are registered for the internship, all of the information contained in this packet can be found on the blackboard web site. Go to blackboard.unomaha.edu and log on. Under *course documents* you will find copies of all of the documents in this packet. Under *assignments* you will find information about the midterm and the final and their due dates.

Internships are available for all undergraduate business majors who are at the Junior or Senior level. Please work with the appropriate internship coordinator for your major.

- Ms. Ilcisin works with Accounting majors
-Call 554-6233
- Mrs. West works with Economics majors
-Call 554-2806
- Dr. Holland works with Marketing, Management, Finance, and all other majors
- follow the steps below

1. **APPLY** From the CBA home page (cba.unomaha.edu), select "Internships," and click on "on-line application." Complete and submit the Internship Application Form with your resume "attached". This gets your name and information into the CBA Internship database.

- **If you already have an internship** that you would like approved for credit, or if you want to discuss how to use your current job for an internship, write up a job or project description, then schedule an appointment with Dr. Holland. See the secretary in RH 304 to make an appointment or call her at 554-3986.
- **If you are looking for an internship**, look up the information on available Internships on the CBA website (cba.unomaha.edu)
 - ◆ From the CBA home page (cba.unomaha.edu) select CBA Internships, then Available Internships. Click on your major department.
 - ◆ You will see a list of companies with whom we have internship opportunities.
 - ◆ Click on any Internship Title and view a description of the internship position, requirements, and contact names and numbers.
 - ◆ Print out the ones that interest you.
 - ◆ Make an appointment with Dr. Holland for an individual interview. See the secretary in RH 304 to make an appointment or call her at 554-3986.

2. **INTERVIEW** Come to the appointment on time, professionally dressed, with resume and printouts from the web page in hand. Be ready to present yourself as you would in any interview situation.

Dr. Holland will discuss your qualifications and interests. The internship process and paperwork will be explained. She will match your skills with potential internship opportunities. You will have the opportunity to get answers to any questions you may have.

If potential matches are found, Dr. Holland will send your resume to those companies.

3. **CONTACT COMPANY** After the resume is sent, you must call the contact person for the company (listed on the web page), arrange for the interview, sell yourself during the interview, and “win” the position.

If offered the position, you must negotiate your own work hours, pay, and responsibilities.

Send a thank you note, and then follow-up to the company after one week or the agreed-upon interval.

4. **UPDATE DR. HOLLAND** Once you contact the companies, you must inform Dr. Holland of your status. E-mail is the appropriate channel for this (jholland@unomaha.edu). Provide updates on when you're interviewing, if you've been refused for an interview, or if you have reached agreement with the company.

Email Dr. Holland to let her know if you've accepted a position. If you accept a position, you must call all other companies that have been faxed your resume or with whom you have scheduled an interview to let them know that you are no longer a candidate.

Get the Internship Agreement form completed and signed. If you did not get your job from our website, please attach a description of your responsibilities in the internship. Return the form to Dr. Holland for signature.

5. **REGISTER** At this point, Dr. Holland will notify the advisors to allow you to register for the course. You may register through BRUNO. If the registration period for the current semester is over, you may register for credit for the following semester.
6. **SUBMIT MID-TERM REPORT** You will have a midterm check point date specified on your agreement, when you send Dr. Holland an e-mail report on the status of your work.
7. **SUBMIT FINAL REPORT AND SURVEY** Then you will need to work on your paper. You should follow the outline discussed in your individual interview (also outlined on the gold sheet in this packet). The due date will be specified in the Internship Agreement. The survey (buff sheet) is to be turned in at the same time. Leave the survey with the secretary, who will keep it confidential until after grades are posted.