An internship can be an exciting part of your education that supplements your academic knowledge, promotes personal development, and provides professional preparation. While on an internship, you can learn more about your chosen profession, meet new people, and gain self-confidence. Having an internship will also aid your job search as many companies use an internship to pre-screen prospective employees.

Internships may be full-time or part-time work experiences. While many full-time internships are completed during the summer, other students take a fall and/or spring semester away from campus to complete a full-time internship. Students registering to earn credit for a full-time internship retain full-time student status during the internship semester. Part-time internships are often completed while taking classes.

College of Business students may earn university credit for their internship or may elect to have their college-approved internship recorded on their university transcript as a non-credit learning experience. Internship credit requires additional activity beyond the internship work experience. See your major department for additional details.

Who can participate?
Junior or senior business majors who are admitted to the College of Business and have completed courses relevant to the content area of their desired internship are best prepared to benefit from an internship. See your department for additional details.
Before the Internship

Plan Ahead

Most College of Business internships are completed in three to eight months. If you are interested in pursuing a full-time internship, you will need to set aside a semester and/or summer for the experience. Part-time internships are also available.

Set Goals for the Experience

Try to develop clear and specific goals for your internship experience. Ask yourself, “What would I like to learn during my internship?” “Where would I like to work?” “How will I know if my internship succeeded?”

Finding an Internship

Career Services maintains a database of employers interested in hiring business interns and also hosts Internship Mania, an annual event where students meet with employers to discuss internship possibilities. You also may locate an internship on your own.

As you search for an internship, be aware of the requirements for an internship to be approved for credit or transcript recording. See “Internship Approval.”

The Application Process

Update your résumé. Attach to your résumé a cover letter indicating the position for which you are applying, a summary of your strengths, and information as to how the employer can contact you.

Register on Blugold CareerLink so potential internship providers can find you there.

The Interview

Before an Interview

Try to anticipate the questions you might be asked during the interview.

Look up all the information about the company that you can find.

Find out how the interviewer expects you to dress.

After an Interview

Send a letter thanking the employer for the interview.

Check your voicemail and email regularly, and promptly follow-up on any messages you receive.

Internship Approval

To earn university credit for the internship or to have the internship recorded on your transcript as a non-credit learning experience, the position must be approved by the department chair or other authorized approver. You should contact the department to secure this approval prior to the work experience.

Department approval requires a written job description and supervisor contact information. The position should involve relevant work assignments that provide value to the hosting organization while the student is engaged in college-level learning experiences. The supervisor will provide mentoring and guidance during the internship and will submit an evaluation of student performance at the end of the internship. Internships at for-profit organizations must pay at least the minimum wage. Provided other requirements are met, the college will approve unpaid internships in public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation.

Additional activities are required in order to earn university credit for the internship. You will discuss these requirements when you secure the initial department approval to register for the associated internship course.
To be recorded on your transcript, non-credit internships require only that the internship be approved by the department prior to the work experience and that the final supervisor evaluation indicates acceptable performance on the job. Additional activities are required to earn university credit for your internship. These activities will vary across departments in the College of Business and may depend on the type of position at hand.

**Course Registration**
All for-credit internships require you to register for the appropriate internship course. Permission to register for this course is granted when your internship is approved by the department. You must register for the course prior to the start of your credit-bearing internship experience.

**Supervisor Evaluation**
A supervisor evaluation is required for all credit internships as well as non-credit internships to be recorded on the university transcript. The evaluation is administered online. Students should ensure that their supervisor has completed the evaluation prior to the end of the internship.

Credit internships may include the following additional activities:

**Internship Journal**
The internship journal is intended to prompt reflection and self-assessment of your learning as the internship progresses. Journal entries typically involve both a reflection on strengths and weaknesses you see in yourself as well as strategies for leveraging strengths and overcoming weaknesses. The journal is also an excellent opportunity to reflect on how you are applying knowledge gained in your university coursework as well as the value of the out-of-class experiences provided by the internship.

**Online Discussions**
During your internship, you may participate in online discussions with other College of Business interns working at a variety of different companies. These discussions give you the opportunity to share your own experiences and expand your learning by hearing about the experiences of the other interns.

**Internship Site Visit**
The department chair, internship coordinator, or other university personnel may conduct a site visit during your internship. The site visit provides university faculty and staff the opportunity to discuss the position and your performance with employers.

**Term Paper**
The internship term paper provides a cumulative report on your internship learning experience. See the department chair or department internship supervisor for the suggested content and outline. The paper should be submitted by the end of the term associated with the internship credit registration.
Additional Information

For additional information about the UW-Eau Claire Business Internship Program, contact:

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The University of Wisconsin-Eau Claire is an EEO/AA institution.
Examples of Past Projects Performed by Our Interns

Accounting/Financial Analysis
- Participated in internal financial and operational audits for corporations, state and federal agencies, and nonprofit organizations
- Helped prepare audit working papers and reports
- Prepared state and federal corporate and individual income tax returns
- Computed contingent liabilities, reserves, and long-term debt requirements
- Accumulated accounts payable and receivable information
- Developed spreadsheets and other applications using a personal computer
- Helped develop accounting and financial policies
- Helped develop analysis of manufactured products
- Participated in LAN/WAN developments
- Assisted with development of EDI systems
- Performed maintenance on legacy problems
- Developed microcomputer applications
- Participated on program conversion projects
- Wrote procedure manuals for the application and use of hardware and software
- Evaluated software packages for company adoptions
- Helped train users on new software applications
- Worked with system users to gather new system specifications
- Developed and maintained database applications
- Adjusted staffing in response to fluctuating throughput requirements

Human Resource Management
- Conducted initial interviews for nonexempt positions
- Conducted reference checks
- Conducted salary surveys
- Helped maintain the benefits program and develop the salary structure
- Developed HR policy manuals
- Developed training programs for employees

Information Systems
- Participated on project team systems development
- Developed business cases for various IT scenarios
- Developed software standards for companies
- Tested pre-production software for quality standards
- Helped develop telecommunications systems
- Conducted feasibility studies and developed business plans for prospective businesses
- Developed and maintained database applications
- Conducted feasibility studies and developed business plans for prospective businesses

New Business Development
- Helped develop outside sources for databases
- Constructed, administered, and analyzed satisfaction and opinion surveys
- Provided sales support assistance to senior level sales people
- Developed sales presentations and wrote proposals
- Developed brochures and other marketing materials
- Made sales calls and closed sales
- Developed Web sites for an organization
- Developed and implemented an advertising campaign
- Planned and implemented special events

Operations/Material Management
- Assisted in the development of inventory control standards
- Coordinated the timely delivery of finished products to the shipping lines
- Documented any changes in software, system, or procedures

www.uwec.edu/cob
Some of the Companies Participating in Our Internship Program

| 3M | Frito Lay |
| Aflac | General Growth Properties |
| ALDI | Harley-Davidson |
| American Express | Hormel |
| American Family Insurance | Huebsch Services |
| Baker Tilly | IBM Corporation |
| Boulay, Heutmaker, Zibell & Co. | ImageTrend |
| Cargill | JAMF Software |
| Carlson Companies | Kimberly-Clark |
| Cascades Tissue | KPMG |
| Citizens Community Credit Union | Kraft Foods |
| City of Eau Claire | Land O’Lakes |
| CliftonLarsonAllen, LLP | Lands’ End |
| Cray, Inc. | Leinenkugel Brewing Company |
| CUNA Mutual | Liberty Mutual |
| Deloitte and Touche | Lockheed Martin |
| Direct Supply | LSS Data Systems |
| Eau Claire Area Chamber of Commerce | Marshfield Clinic |
| Eau Claire Area Economic Development Corporation | Mason Companies |
| Ecolab | Maverick Media |
| Enterprise Rent-A-Car | Mayo Clinic Health Systems |
| EY | McGladrey |
| Federated Insurance | Menards |
| Figi’s | National Presto Industries, Inc. |
| First Federal Savings Bank | Nestle |
| | Northwestern Mutual Financial Network |
| | Prudential Securities |
| | RCU |
| | Realityworks |
| | Roehl Transport Inc. |
| | SBC Communications Corp. |
| | Schneider National |
| | Sears Holdings |
| | Securian Financial Group |
| | Sentry Insurance |
| | Sherwin-Williams Co. |
| | State Farm Insurance |
| | Stepan |
| | Sun Life Financial |
| | SUPervalu |
| | SVA Certified Public Accountants |
| | Swiss Colonies |
| | Target |
| | Thomson Reuters |
| | Travelers |
| | U.S. Bancorp |
| | Uniprise |
| | United Health |
| | Wipfli |
| | Wisconsin Department of Transportation |
| | Wisconsin Gas |

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