

Internship Application Materials

School of Business



You are unable to save the internship application in Handshake and return to it later. Below is a list of the information that you will need for your internship application, so that you can collect the information prior to starting the internship application in Handshake.

Organization (Employer Name)

Site Supervisor Information (Your direct supervisor at the internship organization. This person will approve your application electronically.)

- **Name**
- **Email**
- **Phone Number**
- **Title**

Faculty Mentor Information (This person will approve your application electronically.)

- **Name**
- **Email**

Your Student ID Number

Your GPA

Number of Credit Hours you will have completed by the start of the internship

The semester in which you plan to start your internship hours

The semester in which you will have the academic internship course show up on your schedule

Location of Internship (Full Address)

Internship Title

Internship Start Date (Approximate)

Internship End Date (Approximate)

Internship Pay Information, if applicable. If paid, the application will ask for your hourly rate or overall stipend.

Total Internship Hours (Approximate)

Emergency Contact Information

- **Name**
- **Relationship**
- **Phone Number**

Internship Description. This needs to be the full internship description with responsibilities, duties, etc.

Student Agreement. All students are required to complete the Student Agreement, which is part of the internship application in Handshake. It is strongly recommended that you review the agreement before starting the application. You can find the agreement at <https://www.tiffin.edu/student-support/career-services/internships/>.

Internship Application Materials

School of Business, Contd.



Which of the three final project options would you be most interested in pursuing?

- **Internship Poster Symposium** (Presentation of internship via poster to students, faculty and staff)
- **Final Paper** (10-12-page paper with internship details and reflection)
- **Narrated PowerPoint Presentation** (Recorded presentation of you narrating a PowerPoint, sharing information about your internship for 6-8 minutes)

Students in the School of Business are required to complete the Pre-Internship Requirement for Approval of the Internship Application. This section does require some research prior to submitting your application. See additional information on this requirement, and the questions that you will need to answer, below.

Because you cannot save and return to your internship application in Handshake, we strongly recommend that you write up answers to these questions before starting the application and then copying/pasting them into the application.

Prior to approval of your internship application, you are required to engage in industry/organization research to learn about your desired career field so you will be better prepared for the internship. Employers will want to know that you have thought about your career goals, researched the agency/organization to ensure you are qualified for the position, and have knowledge about the goals, mission, and culture of the agency/organization. Some resources to help you answer the questions are below:

- FOCUS2: <https://www.focus2career.com/Portal/Login.cfm?SID=1670>
- U.S. Bureau of Labor Statistics Occupational Outlook Handbook: <https://www.bls.gov/ooh/>
- O*Net: <https://www.onetonline.org/>
- Fortune 500 companies: <https://fortune.com/fortune500/>
- Glassdoor: <https://www.glassdoor.com/Salaries/index.htm>

What is the projected career outlook and salary range for the occupation you are interested in?

What is the entry-level job you are most interested in after graduation, and what are the minimum knowledge, skills, education, and/or experience requirements?

What are the opportunities in your career field for advancement, and what additional education/experience will you need to move forward in your career?

Provide a brief description of the agency/organization where you will be interning and what you are most interested in learning while engaging in your internship?