SAM 3910 Getting Started

1. Review SAM 3910 information folders/documents
2. Planning and Approval – this folder has information/documents including getting started, planning your internship, basic guidelines, and forms required for internship approval
3. Information and forms documents – This folder has information/documents required during your internship experience
4. Assignments – this folder has descriptions of assignments. Depending on the scope of your internship additional assignments may be assigned by your academic intern supervisor (BSAM faculty member).
5. Determine your overall internship objectives
6. Career – do you want to use this internship experience to explore career opportunities? Do you want this internship opportunity to move you closer to entering a career field after graduation (i.e. operations management) ?
7. Position – do you want to use this internship experience to explore a particular position within a management field (i.e. quality manager, trainer, etc.)? Do you want this internship to provide an opportunity to gain specific experience accomplishing tasks of foundation skills required in your position goal (i.e. working with control charts or statistical analysis in quality department)?
8. Project type – do you want to use this internship to work on a team or be part of a specific project type (Continuous Improvement, event planning, training delivery, social media campaign development, etc.)?
9. Organization - do you want to use this internship to work for a specific company or a company in the industry you seek employment after graduation? Do you want to use this internship to advance your potential to land a job with a specific company?
10. Making contact – depending on your overall internship objectives (above in II. A-D). If your time and effort in determining your internship objective was sufficient you should be able to very direct in your request…”I am interested in working in your Quality Department…doing…”. You also will be able to seek specific help as you search…”could you aide me in locating/networking to find an internship in training or event planning…”. Remember to use appropriate business/professional communication protocol (see e-mail protocol guidelines). Be ready to send your resume.
11. Specific contact –
12. contact company (Human Resources Department),
13. department manager directly
14. Small business owner or managing partner
15. Search then contact
16. Internet search
17. Ohio University search (career services department, academic departments, internship postings, etc.) including main campus, regional campuses, and e-learning. OU campuses and departments (career development office or student services) have internship postings and/or contacts for internship matches. Your academic advisor may also be also be able direct you to information on internships.
18. Professional networking
19. Professional associations (local, state, or national chapters)
20. If you are employed you may be able to use your organization contacts (i.e. your direct supervisor or company executive)
21. Personal networking
22. Submitting your internship plans – you should be in contact with the BSAM Internship Administrator early (Professor Hoyt at hoyt@ohio.edu)…as early as you can…but no later than midway through the semester before you plan to enroll in your internship. Remember that you can’t enroll until all your internship paperwork is completed, signed off on, and approved.
23. Resume
24. Pre- internship plan
25. Broad description of your project intentions
26. More specific initial project description and/or preliminary learning plan
27. Project description, cover sheet, learning plan signed by intern partner for review by BSAM internship administrator and/or faculty supervisor