DEADLINES

2016-2017 Internship Calendar

The following calendar provides important dates and deadlines for those students who wish to be considered for an internship opportunity. To receive credit and be approved for an internship, the student must complete “Part I: The Intent to Intern” form, secure an internship, and complete “Part II: Finalize the Internship” application by all listed dates and enroll in an internship course.

<table>
<thead>
<tr>
<th>Spring 2017</th>
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<tbody>
<tr>
<td>APPLICATION INFORMATION</td>
<td>DUE DATES</td>
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<tr>
<td>Internship application opens</td>
<td>Aug. 22, 2016</td>
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<tr>
<td>Part II: Internship application finalized</td>
<td>Dec. 16, 2016</td>
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<th>Summer 2017</th>
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<tr>
<td>Internship application opens</td>
<td>Aug. 22, 2017</td>
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<tr>
<td>Part I: Intent to intern filed</td>
<td>Jan. 20, 2017</td>
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<tr>
<td>Part II: Internship application finalized</td>
<td>March 14, 2017</td>
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<th>Fall 2017</th>
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<tr>
<td>Internship application opens</td>
<td>Jan. 17, 2017</td>
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<tr>
<td>Part I: Intent to intern filed</td>
<td>May 12, 2017</td>
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<tr>
<td>Part II: Internship application finalized</td>
<td>July 1, 2017</td>
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The process is not complete until both parts I and II are complete.
RESOURCES
• Business Placement Center.
• Connect 2 Careers: Accessed through Salukinet.
• Company website.
• Internships.com.
• Networking with family and friends.

INTERNSHIP CHECKLIST
☐ Discuss with your academic advisor how to fit an internship into your academic plan.
☐ Determine if you will complete an internship for academic credit.
☐ File your intent to intern with the Business Placement Center.
☐ Complete your Connect 2 Careers profile.
☐ Once approved, begin your search for an internship.
☐ Secure internship.
☐ Report secured internship to the Business Placement Center within three business days of accepting offer.
☐ Complete your internship application.
☐ Complete your post-internship evaluation.

THINGS TO NOTE
• Allow enough time to prepare for an internship search.
• Start planning three to six months before the semester that you plan to intern.
• You must have your position finalized prior to the break before your session of internship enrollment.
• Credit will not be given in any semester other than the semester that you complete your internship.
• If you decide to take an internship for credit, you will be billed tuition and fees for the number of credit hours that you are enrolled.

FAST FACTS
• A 2014 report by the National Association for Colleges and Employers found that 65.4 percent of graduating students who had paid internships received job offers prior to graduation.
• Goldman Sachs reported that 90 percent of all its new employees last year came from internships within the company.
• The Education Advisory Board reported the median starting salary for students who had an internship was $10,000 more than those who did not have an internship.

DEVELOP A SEARCH STRATEGY
• Write a résumé and have it critiqued by the Business Placement Center.
• Attend workshops that pertain to internships and how to conduct a job search.
• Network with professional associations or develop a network that includes family, friends and faculty members.
• Attend career fairs during the fall and spring semesters.
• Utilize SIU Carbondale alumni groups via linkedin.com, Facebook and other social media outlets.
• Apply to internship opportunities through the Business Placement Center and Connect 2 Careers.

INTERNSHIP APPLICATION
It is important to note that the internship search process consists of two parts.

The first part is the “Intent to Intern” form that must be filed prior to beginning your search. By completing this form prior to beginning your search, you are receiving acknowledgement from the College of Business that you are academically prepared to complete an internship. This saves you time in knowing that you will be approved once you secure your internship.

The second part of the process entails completing your application to intern. This step approves the employer that will be hosting you, and also ensures that your internship will be a positive learning experience.

Intent to intern: Approves YOU to intern.
Internship application: Approves the COMPANY that will be hosting you.

The internship program does not “place” students into internship positions. Students are responsible for securing their internship employment. We assist in identifying available opportunities; however, the student must apply, interview and be offered employment from the company, as well as complete the two-part application process and enroll in the internship course to obtain a position and course credit.