Things to do before, during and after your internship.
Now that you have accepted an internship offer, the following are steps you should complete before beginning your internship or co-op:

1 **REPORT YOUR INTERNSHIP**

Reporting your internship does not interfere with current or future internship/job searches. Personal information remains confidential and salary information is for statistical purposes only. Log into FisherConnect to report your internship.

**Reporting your internship helps:**
- Generate salary statistics for students’ use in negotiating compensation and employers’ use in maintaining competitive salaries.
- Strengthen relationships with employers.
- Build new recruiting contacts.
- Other FCOB students learn about potential opportunities.

2 **SHOULD YOU ENROLL IN BA 689?**

Business Administration 689 is a zero credit course that keeps students’ “registered student status” active with Ohio State. If you are going to be out on a full-time internship during fall, winter or spring, it may be very important for you to keep your status as a registered student at Ohio State for purposes of receiving scheduling information for the subsequent quarter, health insurance, application for athletic tickets, discounts on insurance, etc. For students interning locally, you will also be able to continue to use university facilities such as Larkins Hall, campus libraries and the student health center. (If you are interning summer quarter you probably do not need to be considered a “registered student at Ohio State.” However, you can enroll in BA689 during summer quarter if you need to.)

To enroll in BA 689, you need to schedule an appointment with a staff member in Career Services located in 150 Gerlach Hall.

3 **FINANCIAL AID**

If you have any kind of aid, including scholarships, grants, loans, etc., you should have already checked with the Financial Aid Office to determine how the internship or co-op will affect you. If you haven’t, do it NOW.

4 **OTHER INTERVIEWS**

Once you have accepted your internship or co-op, cancel any interviews you have and respectfully decline all pending offers. You MAY NOT retract on an already accepted offer to take another position!!!

5 **ACADEMIC ADVISOR**

Inform your academic advisor that you will be interning/co-oping and discuss future scheduling considerations. If you plan to take a course at another University, discuss with an academic advisor before you go, to find out if the credit will transfer.

If you are within three quarters of graduating, fill out an application for a Baccalaureate degree in 120 Schoenbaum Hall.

6 **DOCUMENTS TO TAKE WITH YOU**

Federal law requires all employers to make sure that you are legally eligible to work in the United States. Be sure to take with you at least two forms of identification (“Citizenship Documentation”), including but not limited to: Social Security Card, Birth Certificate, U.S.Passport, Driver’s License.

7 **HOUSING**

Subletting Your Apartment On/Off Campus:
Call the Off Campus Student Services at 292-0100 to list your apartment and for information on your responsibilities if you sublet.

Finding Housing at Your Internship Location: Ask your employer if housing is provided, they can suggest area apartments where you might seek housing, or they can put you in touch with other students who are interning at the same time.

**Residence Halls:** If you are leaving campus for a spring quarter assignment and plan to live in an OSU residence hall the following academic year, make sure you contact Residence and Dining Halls (292-8266).

8 **1 WEEK BEFORE REPORTING TO WORK**

Call your supervisor to remind him/her of your starting date and reconfirm the time and location for reporting.
Things to do DURING your Internship/Co-op

The following is a list of things that you need to do while you are working in your internship or co-op position:

1. **PAY REGISTRATION FEE IF YOU ARE ENROLLED IN BA689**
   
   Ensure that your registration fees are paid if you are enrolled in BA 689. Please remember that we cannot waive any late registration fees.

2. **GET TO KNOW YOUR SUPERVISORS**
   
   Get to know your supervisors and others at your company. Not only can you learn a lot about the company and your career field from these people, but they can also be excellent resources for your future job searches as references or network contacts.

3. **GET TO KNOW OTHER INTERNS OR CO-OP STUDENTS**
   
   Get to know other interns or co-op students that are working at your company. These individuals can help provide you support in completing your assigned projects, introduce you to other interns or employees of the company, and learn the ins and outs of the organization. They may also be possible tennis partners, moviegoers, etc. for after-work entertainment as well as possible future roommates after graduation.

4. **REGISTER FOR NEXT QUARTER’S CLASSES**
   
   If you have not received your registration materials via email by the 5th week of the quarter, contact your academic advisor. Remember, registration notices are only sent via e-mail so make sure you either have your OSU e-mail forwarded or are able to access your OSU account.

5. **BA689 STUDENTS: COMPLETE INTERNSHIP REFLECTION TOOL**
   
   Be sure to complete this on-line evaluation tool before the due date.

6. **REVISE YOUR RESUME**
   
   Revise your resume to include your internship/co-op and the skills you have developed/improved while working.

7. **ASK FOR REFERENCES**
   
   Before leaving consider asking your supervisor or other managers to be references for you. Ensure that you provide them a copy of your revised resume (updated to reflect your internship experience). Also request a business card from them so that you have their exact title, address and phone number.

8. **PAY NEXT QUARTER’S FEES**

9. **GIVE YOUR EMPLOYER A FORWARDING ADDRESS**
   
   Make sure you give your employer a forwarding address to send your W-2 form to. You will be glad you did this come tax time!
Things to do AFTER your Internship/Co-op

Now that you have completed your internship or co-op, the following is a list of things that you need to consider:

1. **REVISE YOUR RESUME**
   Revise your resume to include your internship or co-op experience and the skills that you developed or improved while working.

2. **UPDATE YOUR REGISTRATION WITH CAREER SERVICES**
   If you are registered with Career Services, check your web registration data to make sure that all of the fields are up-to-date.

3. **STOP BY AND SEE US**
   Stop by and see us at Career Services. We would like to know how your assignment went and also like to hear your suggestions as to how we could better assist future students preparing for their internship or co-op assignments.

4. **UPDATE YOUR LOCAL ADDRESS IN 120 SCHOENBAUM HALL**
   If you changed your local address during your internship, make your current local address is accurate with the registrar and in your web registration data.

5. **GET INVOLVED IN A STUDENT ORGANIZATION**
   Now that you have developed skills related to your major through your internship, consider building your leadership skills through involvement in a student organization.

6. **IF YOU ARE WITHIN THREE QUARTERS OF GRADUATION**
   Fill out an application for a degree in room 120 Schoenbaum Hall.