

## **CAREERS & JOB RECRUITING**

The Economics and Business Career Development Series brings guest speakers, alumni, and recruiters to campus for presentations and job recruiting.

The Division has a career management tool website where students can post their resumes, employers post job openings and can view student resumes.

<http://www.oneonta.edu/academics/econbu/career.html>

The Division also produces a Resume Book every October and is mailed to top employers. Students should email Dr. Maguire, [maquirms@oneonta.edu](mailto:maquirms@oneonta.edu), for instructions and format for submitting their resumes.

## **INTERNSHIPS**

### **What Is An Internship?**

- A chance to work in the field of your choice and earn academic credit.
- A valuable experience which can help crystallize your career plans.
- Practical application of classroom knowledge.
- A bridge between your academic work and your intended profession.
- "Real world" training.
- An opportunity for networking.

### **Where Are They?**

- Our interns work and learn on campus, in the Oneonta community, and throughout New York State.

### **When Are Internships Offered?**

- Fall and Spring—maximum 15 s.h. upper-division elective credits.
- Summer—maximum 12 s.h. upper-division elective credits.

### **To Apply For An Internship, you must:**

- Be a junior with a major or minor in the Economics and Business Division.
- Have at least a 2.5 GPA both overall and in your major/minor.
- Have passed the College Writing Exam.
- Has completed 12 credits of prerequisite coursework (see college catalog).

### **Who Is the Sponsor?**

- An employer who acts as your "professor on-site."
- A provider of professional experience and trainer of new talent.
- A potential mentor and employment reference.

### **Who Is the Internship Coordinator?**

- A member of the faculty who helps arrange the internship.
- A representative of the College to the career site.

### **What Are the Requirements of the Program?**

#### For the Intern:

- 40 hours of internship work for each semester hour of college credit.
- Tuition and fees to the College for the credits you earn as an intern.
- A paper summarizing the internship experience.
- Weekly e-mail reports to the Internship Coordinator.

#### For the Sponsor:

- A job description
- Supervision of the intern
- Completion of a performance appraisal

#### For the Coordinator:

- On-site visit by the Internship Coordinator.

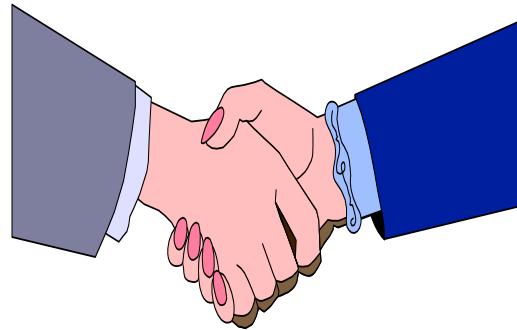
### **How Does a Student Get Started?**

- Prepare your resume.
- Obtain a current "arrow sheet."
- Schedule an appointment with the Internship Coordinator.

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The SUNY Oneonta Internship Program



*"Helping students learn,  
helping businesses succeed."*



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**Division  
of  
Economics & Business**

# Careers and Internship Program

**Accounting  
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