



Accounting Internship On Campus Recruiting Guidelines for Juniors 2011-12

Eligibility Requirements

- n Accountancy major in good standing
- n Complete Principles of AC
- n Completed or currently enrolled in Intermediate AC
- n Complete profile in Career Connection
 - 3rd year Class Standing
 - Accountancy Major
 - GPA/Major GPA
 - Bachelors – Degree Type
 - Internship/Co-op – Work Level Preference
- n **Activated, updated** resume in Career Connection. If you do not currently have an activated resume in Career Connection, you must make an appointment for a resume review session in the Career Center. To schedule an appointment please call 216-397-4237. Once your resume is uploaded and activated you may submit your resume for pre-selection consideration. You will be notified via Career Connection if you are selected for an interview.

Points of Interest

- n Internships are competitive
 - Must meet ALL employer's qualifications to submit your resume and/or sign up
 - Keep an open mind when signing up for interviews (Big/Small; Public/Private; Industry)
 - Read all job descriptions for details and procedures (pre-nights, website registration, transcripts)
 - Do your research on the company prior to the interview; prepare questions
- n You must submit your resume for each company you are interested in interviewing with

Important JCU Info

- n Register for Spring classes in the event that you do not receive an internship
- n You will need to notify Financial Aid in writing once you have accepted an internship for the Spring
 - Holds your place for insurance, loans, grants, scholarships
 - You will be required to complete the Summer Aid form (available in the Financial Aid office) to have your funds applied to Summer instead of Spring
- n Also want to notify Dining Services if you have a meal plan and want to reduce it while out on internship
- n We ask employers to allow students 2 weeks to make an informed decision on offers

Credit Options

- n CE 199
 - Noncredit transcript notation
 - **Required** to remain enrolled as JCU student while doing your internship in the Spring (optional in summer)
 - Internship listed on transcript
 - As soon as you accept offer, make appointment with Joan Coyne at 216-397-1712 to get APR form and paperwork!
 - Agreement/evaluations completed by you and your supervisor at the internship



n CE 102,103,104

- Earn academic credit (1-3 hours) for your experience
- Will be required to pay for class at normal tuition rates
- As soon as you accept offer, make appointment with Joan Coyne at 216-397-1712 to get APR form and paperwork!

On Campus Interviewing Policies

- n Sign up closes 48 hours prior to the interview date (Sign up for Monday interviews closes on Fridays)
- n **Cancellation policy:** Up to 48 hours prior to the interview, you can cancel your interview in Career Connection. After the 48 hour window passes, contact Barb Koeth at 216-397-4431. Your account status will change to Inactive and you will be required to send an apology letter to the employer after which time you can resume on campus interviewing
- n Don't overbook yourself
- n All interviews are held in the Career Center - arrive 15 minutes early in professional interview attire
 - You can do a Mock Interview in our office to prepare
- n Ask for a business card and send a thank you letter to each person that interviews you within 48 hours of interview. This should be done for 2nd and 3rd round interviews as well.
- n For more information regarding On Campus Recruiting, check out our online tutorial at <http://www.jcu.edu/careercenter/students/OCR.htm>

Important Dates

- n **September 19th**
 - § Meet the Accountants Night 7-9 PM LSC Conference Room DJ Lombardo Student Center
- n **September 20th**, 11:59 p.m.
 - § Last day to submit your resume to be considered for pre-selection
- n **September 22nd**, 12:01 a.m.
 - § Sign up begins for students pre-selected
- n **September 26th**
 - § Interviewing begins!
- n **October 19th**
 - § Employers can begin making offers
- n **November 14th**
 - § Student-Employer Networking Event 4:30-6:30 PM LSC Conference Room DJ Lombardo Student Center
- n **February 2nd**
 - § JCU Annual Career Fair 4:30-7:00 PM- The Dolan Center for Science and Technology