



Accounting Internship On Campus Recruiting Guidelines 2008-09

Requirements

- Accountancy major in good standing
- Complete Principles of AC
- Completed or currently enrolled in Intermediate AC
- Complete profile in Career Connection
 - 3rd year Class Standing
 - Accountancy Major
 - GPA/Major GPA
 - Bachelors – Degree Type
 - John Carroll University as school
 - US Citizen or Permanent Resident
 - Internship/Co-op – Work Level Preference
- Upload resume in Career Connection

Points of Interest

- Internships are competitive
 - 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
- Don't overbook yourself
 - 6-8 interviews can turn into 18-24 after 2nd/3rd round interviews; interviews held during the day

Important JCU Info

- Register for Spring classes in the event that you do not receive an internship
- 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 after April 1) to have your funds applied to Summer instead of Spring

Credit Options

- CE 199
 - Noncredit transcript notation
 - **Required** to remain enrolled as JCU student while doing your internship
 - Internship listed on transcript
 - As soon as you accept offer, make appointment to get APR form and paperwork!
 - Agreement/evaluations completed by you and your supervisor
- 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 to get APR form and paperwork!



On Campus Interviewing Policies

- **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 397-4431. Your account status will change to Browse and you will be required to send an apology letter to the employer after which time you can resume on campus interviewing
- All interviews held in the Career Center. Show up 15 minutes early in professional interview attire
 - You can do a Mock Interview in our office to prepare
- Ask for a business card and send a thank you letter to each person that interviews you within 48 hours of interview
- For more information on On Campus Recruiting, check out our online tutorial at <http://www.jcu.edu/careercenter/students/OCR.htm>

Important Dates

- September 8
 - Deadline to submit resumes in Career Connection for priority sign up consideration
- September 12
 - Earliest that employers can begin to post their pre-selections in Career Connection
 - Priority Sign Up for those pre-selected begins
- September 19
 - Open Sign Up begins
- September 22
 - Accountancy Career Night 7-9 PM Jardine Room
- September 25
 - Interviewing begins!
- October 17
 - Employers can begin making offers
- February 5
 - JCU Annual Career Fair 4:30-7 PM – Dolan Science Center