



Accounting Internship On Campus Recruiting Guidelines 2009-10

Eligibility 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
- **Activated** resume in Career Connection – however, uploading your resume is not the same as signing up for interviews!!!

Points of Interest

- 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
- You must submit your resume for each company you are interested in interviewing with
- Don't overbook yourself
 - 6-8 interviews can turn into 18-24 after 2nd/3rd round interviews; interviews held during the day, sometimes during midterms
- Sign up closes 48 hours prior to the interview date (Sign up for Monday interviews closes on Fridays)

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) to have your funds applied to Summer instead of Spring
- Also want to notify Dining Services if you have a meal plan and want to reduce it while out on internship

Credit Options

- 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 to get APR form and paperwork!
 - Agreement/evaluations completed by you and your supervisor at the internship
- 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 21
 - Accountancy Career Night 7-9 PM LSC Conference Room
- September 22
 - Last day to submit your resume to be considered for pre-select
- September 23
 - Earliest that employers can begin to post their pre-selections in Career Connection
- September 24
 - Priority Sign Up for those who are pre-selected begins
- September 27
 - Open Sign Up begins
- September 30
 - Interviewing begins!
- October 23
 - Employers can begin making offers
- February 4
 - JCU Annual Career Fair 4:30-7 PM – Dolan Science Center