

Katie School Internship Program **Illinois State University**

The Katie School of Insurance and Financial Services at Illinois State University is recognized nationally in the education and preparation of future leaders in the insurance and risk management industry. The School works closely with the industry in the continual development of the insurance program to better prepare individuals beginning insurance career positions.

One important aspect of the Katie School educational process is the placement of students in internship experiences. An internship provides work experience relating to the student's career goals and can be beneficial to the student in obtaining permanent employment upon graduation. The internship can serve to enhance the student's commitment to a career field; it might, on the other hand, help the intern to identify certain jobs that he or she would not wish to pursue.

An internship provides experiences and contacts with professionals, helping to increase the self-confidence of the student intern. It is helpful to the student in obtaining employment upon graduation because an intern possesses actual business experience. Recruiters take special interest in students who have had internships – in fact, some recruiters will not even interview applicants who have not had an internship.

Students are able to participate in internships during the fall, spring, summer and over winter break. Whereas most students are limited during fall and spring semesters to the Central Illinois area, during the summer students are able to participate in programs nationwide or abroad. Students are ordinarily compensated for their employment. The student is required to complete a minimum of 135 hours over the term with fall and spring semesters covering a 15-week timetable and summer offering 10-12 weeks student availability. The completion of the 135 hours, written evaluations by the supervisor, an oral presentation to the Katie School internship coordinator and a paper submitted by the student constitute the components of the course requirements. Once all are completed, the student receives 3 hours course credit. With a full time internship, a student may qualify to receive up to 6 hours course credit.

Criteria for student interns may vary from company to company but most are interested in students who do well in the classroom, have a sincere interest in pursuing a career in insurance and risk management, have strong communication skills, have the ability to work well in teams and have the flexibility to adapt to new ideas and situations.

Grading Internship:

Students are evaluated based on the following:

- Forma Evaluation by intern's supervisor. (The Katie School will send evaluation form to employer to complete online)

- 10 page single spaced paper with the sections including
 - What the job entailed
 - What the student learned
 - The extent to which this internship complemented or reinforced classroom education
 - How the internship influenced their career decision
- Weekly Diary. What you did and what you learned (2-3 paragraphs)
- Presentation- 20 Minutes over the same topics covered in the paper. (Presentation can be in person or skype).

The paper and presentation are due the week of finals but arrangements can be made done earlier if student has difficulty with that week because of demands of finals and projects due or because of vacation schedule in the summer.

For more information, please contact Jim Jones at 309-438-7754 or jrjone2@ilstu.edu.