

Why should I do an internship?

1. You can earn up to three hours of marketing elective credits.
(You must have already completed nine hours of marketing classes by the time you begin the internship)
2. You can earn up to three hours of general credits.
3. You gain valuable experience.
4. You can “try on” a career.
5. Sometimes you get paid good money.

How do I go about getting an internship?

1. Look at the internship packets online to see what paperwork is required and important dates. The website is www.cob.ilstu.edu/marketing/, choose the internship link.
2. Go out and get the internship. A listing of internships is also available on the internship website.
3. Complete the packet, being sure to get all signatures. Your supervisor at your employer will need to sign two of the forms, one form must be signed by your academic advisor, one form must be notarized (Ms. Jan Staley in the Marketing Department office is a notary), and another might require a copy of your insurance card.
4. E-mail your completed and digitized internship packet to your Internship Director. If your last name begins with A – L, e-mail your completed packet to **Dr. Gary Hunter (SFHB 332), glhunte@ilstu.edu**. If your internship is for Analytics or if your last name begins with M-Z, e-mail your packet to **Dr. Chiharu Ishida-Lambert (SFHB 323) cishida@ilstu.edu**.
5. Once your Internship Director has verified your packet is complete they'll send an override slip to your advisor.
6. Register for the class using the usual registration system.

How is an Internship graded?

Activity	Proportion of Final Grade
Mid-term Progress Report	5 percent
Supervisor's (Employer's) Mid-term Evaluation	10 percent
Daily Log	10 percent
Final Report	50 percent
Supervisor's (Employer's) Evaluation	25 percent
Total	100 percent

Which internship packet do I fill out?

MKT 298

May count up to six hours as a general credit

Must have junior standing

Primarily for those with less than eighty nine hours earned.

Taken on a pass/fail (credit/no credit) basis (1-6 hours)

MKT 398.01

May count up to three hours as a marketing elective and three hours as general credit.

Taken for a grade

Must have completed at least nine hours of marketing coursework

MKT 398.02

May count up to six hours as a general credit

Taken on a pass/fail (credit/no credit) basis (1-6 hours)

Must have completed at least nine hours of marketing coursework

Which internship packet do I fill out?

MKT 398.03

May count up to three hours as a sales sequence elective and three hours as general credit.

Must have completed at least nine hours of marketing coursework, including a sales class.

MKT 398.04

May count up to three hours as an IMC sequence elective and three hours as general credit.

Must have completed at least nine hours of marketing coursework, including an IMC class.

MKT 398.05

May count up to three hours as an Analytics sequence elective and three hours as general credit.

Must have completed at least nine hours of marketing coursework, including an Analytics class.

Where can I get help in preparing for an interview or with my resume?

www.careercenter.ilstu.edu/

