

**Representative Internship Opportunities**

**Accounting:**

- The Bonadio Group
- Eastman Kodak
- Ernst & Young
- Gleason Corporation
- Harris Corporation
- KPMG
- LeChase Construction
- Mengel, Metzger, & Barr
- PricewaterhouseCoopers
- Wegmans

**Finance:**

- Charter One Bank
- Merrill Lynch
- Northwestern Mutual Life
- Prudential Securities
- Wells Fargo Financial
- Xerox Corporation

**Management:**

- AETNA Insurance
- Bausch & Lomb
- Citibank
- Eastman Kodak Company
- March of Dimes
- Muscular Dystrophy Association
- Paychex
- Northwestern Mutual
- Rochester Americans Hockey
- Seabreeze Amusement Park
- Ward's Natural Science

**St. John Fisher College**

Bittner School of Business

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Rochester, NY 14618

[http://www.sjfc.edu/academics/bittner/  
internships/index.dot](http://www.sjfc.edu/academics/bittner/internships/index.dot)

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For information or questions

**Internship  
Program  
Information**





### Purpose

The Bittner School of Business Internship Program is designed to give you the opportunity to enhance your learning by working as a member of a business or community organization. Having studied theories and principles in previous coursework, internships allow you to apply your knowledge in an actual work environment. The program is intended to serve both as the culmination of a student's undergraduate education as well as a means of transitioning from college into the professional world.

### What's in it for me?

So what do you get for all this work?

- School credit for real work experience
- Build on what you've learned
- Test how you like working in your chosen profession or field
- Network with business professionals
- Develop a portfolio of your accomplishments
- Build your resume
- Explore job possibilities

While many internships are unpaid, there are also paid internships available. Each company may have different policies about compensating interns, so it pays to explore the opportunities.

### Minimum Qualifications

To be eligible for an internship for credit through the Bittner School of Business, a student must have:

- Junior or Senior status (Second Semester Sophomores can plan their Summer or Fall internships by contacting the Internship Coordinator)
- At least 2.5 GPA

### Where do I start?

If you are considering completing an internship, you should follow these steps:

- Complete the Internship Agreement Form by having your supervisor fill out the supervisor's section and you fill out the intern section. This form is available on the Web.
- Schedule an appointment and return the form to the Internship Coordinator.
- Register for the course (MGMT 491 or ACCT 491) through Fish R Net.
- Make sure to complete all the required components of the internship.

### How am I graded?

There are three components to the internship:

- **Supervisor Feedback** — This is determined by the supervisor's end-of-the-semester review. In addition to the number of hours worked, the intern must show sufficiently high quality work.
- **Weekly Journal Entries** - Each student will file a total of eight journal entries. These entries address experiences on the job as well as analyses of the event, based on previous course knowledge.
- **Final Report**—This wraps up the internship into a paper about what you have learned during your internship experience.

The internship is graded on a pass/fail basis. In order to receive three academic credit hours, the intern must complete a minimum of 135 hours at his or her internship location .



## Steps for arranging an internship:

