



Steps to Getting an Internship for Strome College of Business Students

Students should begin the process prior to the semester they want to intern.

For example: If a student would like to intern in the spring semester, they must start the process in the fall.

1. Schedule an Appointment with the CDS Internship Coordinator to Review Prerequisite Requirements

*Appointments are **mandatory** in order to determine each individual student's eligibility and must be done in person.

*Use Calendly to schedule an appointment at <https://calendly.com/strome-college-of-business>

2. Create and/or Update Resume

*Follow the guideline found here: <http://odu.edu/success/careers/tools/resume>

*Step One Application Resumes are not accepted for internship purposes.

3. Have Resume Reviewed and Approved by CDS Resume Coordinator or CDS Career Coach

*Email the CDS Career Coach at CareerCoach@odu.edu

4. Search for Internship/Co-op Opportunities (Remember, you must meet prerequisite requirements and have met with the CDS Assistant Director or Internship Coordinator)

*You may use [Career4Monarchs](#) or your own resources

5. Secure and Confirm the Internship

*Once you are offered an internship, you can begin completing the Learning Contract by sending a detailed job description to your faculty internship coordinator for approval.

6. Register for the Internship Course

*You must return your completed Learning Contract and detailed job description to Webb Center, Room 2202; then register for the internship class. Be mindful of university registration periods for add/drop deadlines;

<https://www.odu.edu/academics/calendar>.

7. Complete Course Requirements

*Complete evaluations from Qualtrics, complete final report requirements and other assignments from professor, complete required number of work hours, and turn in all assignments by deadline. See information about requirements of paper here: <https://www.odu.edu/content/dam/odu/offices/cmc/docs/strome/strome-bu-report-package.pdf>

For Additional Information You Can Contact:

Career Development Services
Strome College of Business
Old Dominion University
Webb Center 2022
Norfolk, Virginia 23529
Phone Number: 757-683-4388
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Note: Students must register for 367, 368 or 369 course in order to receive academic credit.



**Career Development Services
Strome College of Business
Internships and Co-Operative Education Requirements**

Prerequisites for internship/co-op

- Appointment with SCB Internship Coordinator/Liaison
- Meet SCB prerequisites course requirements
- Junior Standing (60 hours)
- Good academic standing (GPA 2.0+)
- Declared major at the University
- UPDATED resume approved by SCB Resume Coordinator and uploaded in [Careers4Monarchs](#)
- Faculty sponsor approval – Please provide a job description so your faculty sponsor can determine if the position is worthy of academic credit in your major
- Submit completed learning contract and a job description/offer letter to CDS College Based Office (2202 Webb Center)

General Policies

- Students *may* qualify for one to six credit hours of cooperative education, student internship or practicum courses to satisfy degree requirements. In order to best determine your eligibility, you *must* meet with a CDS Internship Coordinator/Liaison to review your requirements. Students may not use more than three hours of cooperative education, student internship or practicum courses to satisfy major elective requirements in each of the student’s majors/minors. These courses are numbered 367, 368 or 369. Additional hours of cooperative education, student internship or practicum courses, however, can be used to satisfy other requirements such as free electives or general business electives, if eligible. Additional internships must each involve substantially different kinds of work experiences.
- Commission based internships *will not* be approved for academic credit.
- In order to receive credit, you must enroll in a course connected with your internship. There are several course options, but all courses require that internship credit is agreed upon and the student is enrolled in the class prior to the internship. That is, no credit can be awarded retroactively for work already completed. In addition to being enrolled in the class you must pay the associated tuition for the credits earned. The course will also require academic work to be done in conjunction with your internship, such as reflections, readings, essays, and/or other assignments.

***Please do not make any assumptions about the internship process! Remember, when in doubt, ask!**

***Internships must be approved by the Faculty Sponsor of the student’s major and the CDS/SCB Liaison.**

Additional Requirements by Major:

Major	Additional Prerequisites	Minimum # Work Hours
ACCOUNTING	ACCT 301 (grade of C or better) OR ACCT 305 (grade of C or better) AND ACCT 306 (grade of C- or better)	250
BUSINESS ANALYTICS	BNAL 306	150
ECONOMICS	ECON 304 and ECON 305	150
FINANCE	-	150
INFORMATION TECHNOLOGY	-	150
INTERNATIONAL BUSINESS	-	150
MANAGEMENT	MGMT 325	150
MARITIME & SUPPLY CHAIN MANAGEMENT	MSCM 370 and MSCM 441 (grade of C or better)	150
MARKETING	MKTG 311 (grade of C or better)	150