



## Wheeler and Wolstein Internship Program- Summer 2020

---

### Overview:

The Keenan Center for Entrepreneurship is excited to invite your organization to apply for a Summer 2020 Wheeler or Wolstein Intern. The objective of the Wheeler Internship Program and the Wolstein Internship Program is to place students in “project” based internships with startup companies and/or small businesses over the course of the summer. All interns are fully funded by the Keenan Center for Entrepreneurship.

---

### Timeline

- **January 13<sup>th</sup>:** Organization/Company Applications Open
    - *We strongly recommend applying for an intern by the end of January*
  - **February 3<sup>rd</sup>:** Internships Posted on Keenan Center Website
  - **February 28<sup>th</sup>:** Student Resumes/Applications sent to organizations
    - *Starting after this date, applications/resumes will be sent on a rolling basis*
  - **March/April:** Organizations inform Keenan Center about their intern selections
  - **April:** Keenan Center meets with student interns and issues scholarship awards
  - **May-August:** Students are working in their internships
    - *The start/end date and duration of the internship is up to the organization and student intern*
- 

### Frequently Asked Questions:

#### **What are the differences between the Wheeler and Wolstein Internships? Can we be considered for both?**

Both internship opportunities are structured the same. The funding for the Wheeler Internship is intended for MBA/Graduate students, while the Wolstein Internship is intended for Undergraduate Students. On the application form, you can indicate if you are open to interviewing both undergraduate and graduate students.

#### **Is there a cost for organization's hosting Wheeler and/or Wolstein Interns?**

No! Wheeler interns (MBA/Graduate Students) will be provided with a \$7,000 scholarship intended to cover a living stipend over the Summer. Wolstein Interns (Undergraduate Students) will be provided with a \$5,000 scholarship intended to cover a living stipend over the Summer.

#### **What is a “project” based internship? Are students allowed to work hourly over the summer?**

Since students are receiving a scholarship to support their internship work over the summer, there are some requirements that need to be followed. All internships need to be structured around the completion of projects/tasks. There cannot be a weekly or monthly hourly requirement for student interns. However, it might be helpful to set expectations regarding how long certain projects might take students to complete over the summer.

#### **What is the student intern recruitment and selection process?**

If your position description is approved by the Keenan Center, it will be posted on the Keenan Center website. There will also be a general student application on the Keenan Center website. The Keenan Center will promote open positions to both undergraduate and graduate students through various marketing channels (ex. newsletters, direct emails, information sessions, etc.). If your organization is already recruiting student interns at Ohio State, you are more than welcome to direct interested students to the application on the Keenan Center website. When a student is filling out the application they will have the opportunity to list any internship they would like to be considered for. As we receive student applications, we will pass along all applications/resumes of students who indicate that they would like to be considered for your organization's position. Then it is up to your organization who you would like to interview. When you find an applicant that is a mutual fit, please let us know and we'll begin the process of issuing the student scholarship for the internship.



**Are students from all majors eligible for these internships?**

Yes! However, we encourage participating companies to consider Fisher College of Business students since student interns are supported by funds that are a part of the Fisher College of Business.

**Is there a deadline to submit your organization application to receive an intern?**

No. However, we strongly recommend applying by the end of January. We have limited amount of internship funding, so if your application is delayed we may have hit our internship capacity. Also, we're opening up student applications by February 3<sup>rd</sup>, so we believe it is beneficial to have your position posted by this date.

**Are organizations guaranteed a student intern placement?**

Placement of a student intern is **not** guaranteed. The Keenan Center is exclusively passing along applications/resumes of students who indicate interest in your organization's internship. It is up to you to extend an offer, and it is up to the student if they would like to accept the offer.

**Is there a deadline of when an organization needs to select their student intern by?**

There is **not** a set deadline you need to select your intern by. The Keenan Center will start sending out student applications/resumes on a rolling basis starting February 28<sup>th</sup>. We recommend that you start your interview process as soon as possible after that. The later an organization waits to extend an offer, the higher the chance a student might accept another position.

**Do student interns need to work in an office or can they work remotely?**

Student interns can do whatever is best for your organization. We ask that you indicate the structure of the work environment on the position description that is uploaded in the organization application (ex. office, remote work, combination of both).

**What should be included in the internship position description document?**

This is ultimately up to you! Here are a few recommendations:

- Overview of your organization/company
- Broad overview of position projects and responsibilities
- Work environment (*ex.in a office, remote, combination of both, etc.*)

**Are there additional requirements for hosting a Wheeler and/or Wolstein Intern?**

Although internships may look very different within the program, there are a few requirements we ask of all organizations:

1. Internships must be designed around projects, not hourly requirements. Due to the nature of funding (ex. scholarships) these internships cannot be tied to hourly work requirements.
2. Projects/tasks must be educational and meaningful for the students! We ask that organizations provide valuable work experiences that enhance a student's professional development. Basic administrative tasks should not be the basis of this internship program.