The STEP Internship Experience

The STEP Internship experience is designed to give students the opportunity to gain key skills that will help prepare them for professional endeavors after their time at OSU. Successful internship experiences allow students to gain insights into possible career fields and opportunities, which can help to clarify academic interests. Internship supervisors can serve as impactful personal and professional mentors who help connect students with opportunities in professional fields of interest. Finally, students are able to learn more about themselves, their strengths and talents, and opportunities for growth through the challenging, yet support environments that great internships offer.

STEP Internship Guidelines

- The internship experience is meant to assist you in determining or narrowing your career focus while allowing you to gain workplace skills, increase your knowledge of a particular career field, and expand your professional network.
- Internships will not be provided for STEP participants. You are responsible for seeking out and researching opportunities, applying to those opportunities according to employer instruction, and successfully interviewing for and securing an internship with a legitimate organization.
- The internship may be paid or unpaid.
- The internship may or may not be credit bearing. Credit bearing internships will require tuition expenses payable by the student intern.
- The offer letter outlining your responsibilities and the timeframe and your acceptance letter from your internship employer must be uploaded to your student dashboard in order to receive the STEP Fellowship if it is available at time of submission. If your internship experience is in future months, you will only be able to get tentative approval until these documents are submitted closer to your actual internship experience.

Internship Resources Across Campus

OSU offers a variety of services and resources across campus that can help to connect you with internship opportunities related to your professional and/or career aspirations, including:

- Buckeye Careers: [http://careers.osu.edu/students/buckeye-internships/](http://careers.osu.edu/students/buckeye-internships/)
- Ohio Means Internships and Co-Ops [http://www.ohiomeansinternships.com](http://www.ohiomeansinternships.com), the state-wide internship posting site
- Check with the career services office specific to your college or department, such as:
  - The College of Arts & Sciences Career Services: [https://asccareerservices.osu.edu](https://asccareerservices.osu.edu)
  - Engineering Career Services: [http://ecs.osu.edu/](http://ecs.osu.edu/)
  - Fisher College of Business Office of Career Management: [http://fisher.osu.edu/offices/career-management](http://fisher.osu.edu/offices/career-management)
**Independent International Education Opportunities**

Independent international education opportunities should be pursued if, and only if, there is not an Ohio State administered program that meets your academic and personal goals. An independent international education opportunity may be a non-Ohio State administered study abroad program. It may also be any of the other 5 STEP experiences that you plan to complete all or part of in a country outside of the U.S. **Please note:** Credit-bearing independent international experiences may be completed for transfer (“K”) credit only.

In order to expand the options available to students, STEP allows students to propose an independent experience abroad. The term “independent experience” is used to describe a non-Ohio State administered option. Although students may be approved to undertake an independent STEP experience, they are still doing so:

1. As part of the student experience embodied by STEP
2. As completion of STEP at Ohio State
3. In consultation with their STEP Faculty Member
4. With STEP funds supported by the university

Thus students on independent experiences to international destinations are still required to adhere to all relevant University and STEP policies and operating procedures.

Per university procedures, Ohio State students engaging in independent international education activities must meet the following requirements:

- No travel to high-risk destinations as defined by a Department of State Travel Warning or exclusion from the evacuation provision of the supplemental international travel insurance. Information on current travel warnings can be found at [http://travel.state.gov/content/passports/english/alertswarnings.html](http://travel.state.gov/content/passports/english/alertswarnings.html).
- Enrollment in the university’s supplemental international insurance (regardless of other forms of coverage): [http://oia.osu.edu/preparing-to-depart/health-insurance.html](http://oia.osu.edu/preparing-to-depart/health-insurance.html)
- Completion of the STEP International Experience Information Form available on the STEP website
- Review of an online Health & Safety Pre-Departure Orientation provided by OIA

All proposals involving international experiences are subject to final verification by the Office of International Affairs.

**Next Steps**

- Talk to your STEP Faculty Member about how an internship experience fits with your academic, career and life goals
- Begin the internship search process using the key OSU resources listed above
- Ensure you have the letters requested unless your internship experience is in the future
- Complete your STEP proposal, budget, and upload these and your offer/acceptance letter from your internship employer
A Completed STEP Internship Project will include:

- Proposal
- Budget
- Offer/Acceptance Letter from Internship Employer (If available at time of submission. If your internship experience is in future months, you will only be able to get tentative approval until this document is submitted closer to your actual internship experience)
- OIA Supplemental Documentation (if applicable)

**Fellowship Disbursement**

For experiences occurring in May of 2015, the approved fellowship amount will post to your university statement of account approximately May 11th and be applied toward the balance due. If your balance is less than the amount of your STEP fellowship and any other loans, grants, and/or scholarships you may receive for that term, you will be able to receive the excess balance (or “refund”). In order to access your refund, you will need to set up a direct deposit into your personal bank account otherwise the Bursar’s Office will mail you a check. You do not have to establish a bank account locally to use direct deposit; refunds may be electronically transferred to any bank in the United States. To set up direct deposit, go to buckeyelink.osu.edu. Once enrolled, the direct deposit service will continue every semester.

For experiences occurring during a later term, your fellowship will be disbursed approximately 45 days prior to the start of the experience.

**Please note:** Prior to disbursement of the fellowship, STEP administration will verify faculty certification of completion for all STEP program requirements.

**Project Reflection and Reporting Back**

- Students will be asked to reflect on their project through a reflective essay they will post on U.OSU.
- Students will also be required to report back to the university by presenting at the STEP Expo or another approved public demonstration.