



## **Program Objectives:**

Students will gain hands-on experience, which will supplement classroom learning.

Students will be exposed to real-life business concepts and responsibilities. They will have the opportunity to observe a full range of business applicability of their major and how these contribute to business success.

Students will have an opportunity to explore and reaffirm career goals and objectives.

Students will gain skills and confidence that will enhance their appeal to prospective employers upon graduation.

# Requirements

Students interested in finding internships should meet following requirements:

Must have updated resume that:

- clearly outlines your objectives
- clearly states the type of internship you are interested in
- lists relevant experience, course work, and skills
- Must be prepared to formally interview with Employer or Internship Coordinator. Student should be able to clearly explain his/her goals and what he/she would like to gain from internship.
- Must currently be currently enrolled in college
- Must have completed introductory courses within major
- Must be able to provide a teacher reference who can verify skills, abilities, and academic performance.

## Hannibal Baseball Internship Program Student Application

If you are interested in finding an internship and have met the requirements of the Hannibal Baseball Investment Group please fill out the following application. If you have any questions please contact Randy Shepard at 573-221-1010 or via e-mail at [randy@hannibalbaseball.com](mailto:randy@hannibalbaseball.com).

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program/Major: \_\_\_\_\_

Teacher Reference Name: \_\_\_\_\_ Department: \_\_\_\_\_

Courses completed within major:

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What type of internship are you interested in? Any specific industry?

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What kinds of skills would you like to develop in an internship?

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What kinds of skills would you be able to offer an employer? (i.e. typing, word/Excel knowledge, web design, organizational skills)

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What days and hours are you available for internship?

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## Tips for Successful Internships

You are not expected to be a polished professional when you begin your internship. You are expected to bring enthusiasm, a strong work ethic, and a willingness to learn! Here are some pointers to make your internship successful for you and your organization:

Show up every day on time (or, even better, a little early!).

Dress appropriately. (Take your cues from employees there.)

Be pro-active about introducing yourself, shaking hands, and learning the names of your co-workers.

Listen carefully to all instructions, and ask questions whenever you need more direction. (No, you won't "sound dumb"; you will sound conscientious!)

Avoid gossip, personal conversations, texting and phone calls.

Meet (and, if possible, beat) deadlines.

Ask for more work when you finish a project.

Identify projects that interest you, and ask if you can help with them.

Occasionally ask for feedback on how you are doing, and listen for ways that you can improve.

During the internship, try to identify and complete projects that result in a tangible work product. Ask your supervisor if you may take a copy of the work for your portfolio.

Do not take any work materials from the workplace without permission from your supervisor!

In the final weeks of the internship, tell your Internship Supervisor if you are interested in working for the organization. If you are not interested in working there but the internship has gone well, ask for a general letter of recommendation that you can use in future job interviews.

At the end of the internship, thank everyone with whom you have worked for the opportunity. If you have had a positive experience with anyone, ask if he or she will serve as a reference for you.