

Internships and Experiential Learning

PROJECT-BASED, VIRTUAL INTERNSHIPS

Internships are defined as real-time, project-centered learning experiences that are mentored by a supervisor with relevant subject-matter expertise. Typically, internships extend over an entire semester or summer session. However, internships that are matched to short-term, emerging needs can be conducted virtually and remotely with great success.

Our talented UB School of Management students possess a strong academic foundation combined with a wide variety of skills. They can conduct research, testing, data analytics, comparative analysis, problem solving, and serve a multitude of projects across your departments and teams, without being on-site. Our sophomore, junior and senior [undergraduates](#); and students from our full-time [MBA](#) and [MS programs](#) are available for internships. Most popular internship requests include: Consulting, Data Analytics, Finance, Marketing, and Operations and Supply Chain Management.

BUILDING AN EFFECTIVE INTERNSHIP DESCRIPTION

1. Define the core components of your project.

- Focus: background, rationale, and potential impact of the project
- Deliverables: anticipated methodologies, milestones and outcomes
- Timeline: potential project staging, phases, parameters and deadlines

2. Identify your ideal project team.

- Students are more likely to apply to your posting if they understand their potential fit with your needs.
- List the desired academics, class levels, technical or other specialized skills and qualities you seek.

3. Promote learning, from recruitment to engagement.

- Describe learning objectives: what knowledge will the student gain by participating in your internship?
- Create brand awareness: provide ample background on your model, purpose and culture, i.e. "About Us".
- Outline your plan for training and onboarding: time invested up front merits trust and greater productivity.

4. Identify a mentor who can provide insights, guidance and feedback.

- An individual within your organization, with established expertise, should mentor the intern in order to differentiate the position from an employee.
- When needed, our School of Management faculty can partner with you for assistance.

5. Establish technology solutions and communication plans up front.

- Choose secure, effective platforms for information sharing and meetings.
- Create a culture of availability via regular meetings and check-ins to provide feedback and monitor progress.
- Provide your interns with access to databases or web systems necessary to be effective in their role.
- Confidentiality statement or NDA to be reviewed with and signed by student is encouraged.

6. Collaborate with us to post and promote your opportunities.

- If you already have a faculty contact, work with them to strategize your project ideas.
- Review our [Sample Internships](#) and [Key Documents and Resources](#) for additional help.
- Recommended: Log in to our [BizLink](#) recruitment system, and post your internship directly to students.
- Email your internship description to mgt-internships@buffalo.edu.
- Contact our Career Resource Center by phone to set up an appointment for assistance, at 716-645-3232.

POPULAR INTERNSHIP PROJECT REQUESTS

Consulting

- Organizational Improvements

Data Analytics

- Business Intelligence, Data Mining, Data Modeling

Finance

- Audit Preparation, Portfolio Management, Working Capital Management

Marketing

- Advertising, Brand Management, Market Research and Analytics

Operations and Supply Chain Management

- Customer Service, Planning, Inventory Management, Manufacturing, Purchasing, Transportation, Warehousing

EMBED THESE COMPETENCIES

The following competency areas (a.k.a. professional skills), occupy a consistent presence in our academic and experiential learning programs. Students possess these competencies in varying stages of development and are motivated by the opportunity to practice them within your projects.

- **Thinking: Problem-solving, decision-making, strategy, global and diversity mindset**
- **Motivation: Self-management and adaptability, results orientation**
- **People: Interpersonal skills and relationships, communication, teamwork and collaboration, leadership**

Sample Learning Objectives

- Learn more about auditing procedures and auditing work papers.
- Gain exposure to regulations within financial markets.
- Learn about the process of making strategic decisions, as well as managing their impact.
- Observe appropriate behaviors necessary for successful client meetings.
- Learn what it means to function successfully in a professional environment.
- Learn more about the operational impact of a model created in Excel vs. hypothetical situations.
- Expand understanding of the application of skills in a diverse and socially engaged organization.
- Gain a deeper understanding of corporate law and management in the context of economic development.
- Enhance understanding of different Human Resources functions.
- Learn how to implement a new Human Resources provision in an employee handbook.
- Learn how to capture, analyze and interpret data regarding customer trends and needs.
- Gain hands-on experience studying the relationship between retail and supplier, pertaining to costs.
- Learn how a company decides what products to sell and how to project inventory during a given period.
- Experience a full range of supply chain methodology and help solve bottlenecks that arise.

THINK LIKE A STUDENT

Students seek internships primarily to learn, and to build their resume while doing so. Some students are hoping to turn their internships into full-time job offers; and many seek to earn money for the work they produce. At the same time, they operate within semester timeframes, academic commitments, student engagement activities, and a host of personal, financial and career-oriented pressures. While any economic climate presents unique challenges, students will always respond best to employers who create meaningful, mentored, real-world projects that present an opportunity to make an impact on your mission, business, customers, and services.

Employer Attributes Valued by Students

- ✓ Social Responsibility
- ✓ High-level relationships
- ✓ Diversity and inclusion
- ✓ Transparency
- ✓ Mentoring
- ✓ Innovation
- ✓ Room to learn from mistakes