What is it?
The Advancement Career Exploration Internship (ACE) matches undergraduate and graduate students with Advancement projects and professionals for the mutual benefit of the student, the department, and the field of advancement. The program is nine weeks long, beginning on June 2, 2014, and ending on August 1, 2014.

Interns will spend 22 hours a week with us. Their time will be divided between six hours of classroom time each Monday where the interns will learn about advancement, and 16 hours working under your direction on the project you’ve identified for them.

Why should I host an intern?
Hosting an intern for the summer will:
- Dedicate a high-achieving student to that project you just don’t have the time to do
- Provide students with the work experience they’ll need to jump start their careers in a challenging job market
- Raise students’ awareness of Advancement, both as a career and a lifelong value

As a host you will create a meaningful summer experience for your intern by taking an active role in his or her professional development and sharing the importance of philanthropy as a culture as well as a profession.

Does my project qualify?
The project should be one that results in a tangible effort the student can report on a resume. This project will be the capstone for the internship. The students will share their project goals and progress with their classmates and guest speakers throughout the summer.

This project should last through the majority of the summer and should involve a combination of individual effort, teamwork, and supervisor oversight. It is important that the student has a defined role and responsibilities.

Examples
- Benchmarking study of current student and young alumni programming and giving trends
- Benchmark current web site against peer institutions
- Increase the student philanthropy culture at Ohio State

Contact Ann Metzler at metzler.143@osu.edu for more examples.

Use your own experience as a guideline. Would you be impressed if this project appeared on an applicant’s resume? What kind of internship experience would have helped you begin a career in development?

How do I become a host?
1. Identify a project.
2. Contact Ann Metzler at metzler.143@osu.edu for a project application, or visit advancement.osu.edu/resources.
3. Use the project application to compile a plan that includes an overview, objectives, responsible parties, a timeline, and a 250-word project summary.
4. SUBMIT YOUR PROJECT APPLICATION BY FRIDAY, OCTOBER 11, 2013.
5. Host applications will be reviewed by a committee of Advancement colleagues.
6. Human Resources will screen applicants who have applied to work on your project. You will interview two to four candidates and select the best fit.

Where can I find more information?
- Contact Ann Metzler at metzler.143@osu.edu
- Visit advancement.osu.edu/ace