



Bernard M. Baruch Presidential Leadership Program for Interns

“A primary part of preparing tomorrow’s leaders is engaging students in practical, real-world projects. It’s critical training that benefits both student and College.”

—Baruch College President Stan Altman

www.baruch.cuny.edu/president

Presidential Leadership Program

Baruch College is pleased to announce the launch of the Bernard M. Baruch Presidential Leadership Program for Interns. In the spirit of the College’s namesake, this initiative will prepare tomorrow’s leaders and practitioners through rigorous and substantive assignments. The new program is also part of President Stan Altman’s commitment to growing and accessing one of the college’s valuable resources: our talented and committed student body. As such, the intern projects will be integral to furthering the College’s goals and objectives.



The program will provide \$5,000 internships to 20 Baruch College undergraduate or graduate students annually. It will enable high-potential students to gain experience dealing with real-world issues, as they undertake well-defined projects with specific objectives. The selection of projects will be made by a subcommittee of the Baruch College Cabinet.

Projects will require 300 hours per academic year. Preference will be given to projects that involve data collection, analysis and policy recommendations aimed at continuous improvement of our College. The goal is to assure that the projects inform and possibly improve College practices. Examples might include:

- Assessments in support of ongoing initiatives, such as examining the effects of alternate delivery structures for mathematics and reasoning;
- Investigating whether R2T4 disallowances of TAP are caused by poor advising or the lack of availability of appropriate courses;
- Exploring whether patterns of success at Baruch for transfer students are linked to the school from which they transferred, their GPA, or other factors.

About the Internship Projects

The Presidential Leadership Program for Interns will enable students to gain practical work experience in high profile and important projects for clients across Baruch College. The projects will have clear objectives and timelines for completion.

The length of the internship and the number of hours per week are customized to meet the needs of both host unit and student. The Internship Program conducts in-depth interviews with applicants in order to match qualified candidates with appropriate projects. Selection criteria for interns include interests and experience, GPA (a minimum of 2.5), computer skills, language proficiency, academic level, and job-related qualifications.



We are enlisting the skills and experience of the staff of the Weissman Center for International Business to administer the internship placement program and match the best possible candidates to the needs of each Baruch College unit. In order to start the matching process, students and College units should follow the application processes listed on the following pages.



How to Apply as a Student

To be eligible for internship opportunities, you must apply to our Internship Program. The application steps are as follows:

1. Call 646-312-2070 to schedule a 30-minute information session with an internship coordinator.
2. When you come to your scheduled appointment, you must bring the following:
 - A completed application form (you may access our form via our website. <http://zicklin.baruch.cuny.edu/centers/weissman/internships/studentinfo>)
 - Two copies of your résumé
 - A photocopy of your Baruch Student ID
3. The Presidential Leadership Program for Interns will match you with specific intern projects based on your established skills and abilities and your career aspirations and demonstrated behaviors.

Students who participate in the Presidential Leadership Program for Interns will also participate in a number of leadership roundtables and forums led by Baruch's President.



How to Hire an Intern

If your unit is interested in taking part in the Presidential Leadership Program for Interns, please call 646-312-2070 and ask for our internship description form. Then, fill out the form to provide the Program with the following information:

- Include a description of the overall purpose of the project and how it will enhance our capability as a College;
- Specify the unit in which the work will occur and who will supervise the intern;
- Briefly describe of the type of tasks/projects the intern will do;
- Specify how many hours you need an intern per week (part-time is typically between 10-20 hours per week).
- Indicate the length of the internship (typically 3 months, but can be longer);
- Note specific majors or academic level (undergraduate, graduate) required;
- Any specific computer skills (Word, Excel, Access, etc.) preferred and/or language skill required;
- Any other requirements (academic credit, GPA minimum, etc).

An online form is also available at:

<http://zicklin.baruch.cuny.edu/centers/weissman/internships/companyinfo>

Once your internship description form is received, your request is assigned to a specific internship coordinator who will work with you one-on-one to fulfill your unit's internship needs. The coordinator will e-mail or fax you the résumés of the best matches. You are then free to contact and hire as many of those applicants as you wish. Alternatively, if none of the applicants meet your needs, the internship coordinator will continue to look for qualified students for as long as you wish. An alternative selection process may also be arranged with the internship coordinator.

Stage One of the program involves submission of projects by College units. Applications for projects and internships will be on a rolling basis.

Why are Internships Important to a Student?

An internship is important in developing self-awareness, in strengthening abilities in the world of work, and gaining a competitive edge in the job market.

Internships Provide a Great Opportunity to:

- Gain exposure and experience in a particular career field;
- Learn about likes, dislikes, interests, and values;
- Develop skills and qualifications for full-time positions;
- Increase network of contacts and gain professional references;
- Develop insight into the skills and abilities employers want;
- Help Baruch College become more efficient and meet its goals.

Other Services

Not only do we focus on providing internship opportunities for students, we also offer assistance with:

- Résumé and cover letter review;
- Tips on networking and specially focused professional development presentations;
- Roundtables and forums led by Baruch's President.



Administered by the Weissman Center for International Business

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**Monday—Friday
9:00 a.m.—6:00 p.m.**