



### Undergraduate Business Advisors

#### Lisa Helm

*(Undergraduate – Business and Applied Science; Manufacturing Management, Business Administration; Economics)*

**Email:** lhendrickson@govst.edu

**Phone:** 708.534.3085

**Office Location:** C3385

#### Paula McMullen

*(Undergraduate – Accounting)*

**Email:** plevickas@govst.edu

**Phone:** 708.235.2221

**Office Location:** C3398

### Graduate Business Advisor

#### Jennifer Taylor

*(MBA, MSA, MSMIS)*

**Email:** jtaylor@govst.edu

**Phone:** 708.534.4931

**Office Location:** G278

#### Office Hours:

Monday: 10:30 a.m. – 7 p.m.

Tuesday – Friday: 8:30 a.m. – 5 p.m.

### Capstone Course Registration

Capstone courses are typically taken during the last semester of the program and can only be taken after completion of all common core courses on the student's study plan. An application and approval is required before a student may register for ACCT8965, ECON4900, MGMT4900, MGMT8900, MIS8979, MIS8989, and MIS8999. Download the form in the myGSU portal or contact your advisor if you have questions.

## Did you know?

The course schedule of classes is available to be viewed one month prior to the start of registration. To secure a schedule that meets your needs, such as work, family or just preferences:

1. Take this time to plan. Keep in mind that some courses have prerequisites that must be met and some classes are available ONLY during certain semesters. If you put off taking a class that, you need as a prerequisite for something else you may wait a whole year to take it. This could possibly delay your graduation date.
2. Since many courses fill up quickly, register as soon as registration opens. If you need to meet with your advisor before you can register set up an appointment before the start of registration so you are prepared to get the classes you need and the schedule that works for you. If a course is full, you could place yourself on a waiting list with the hopes that an additional section might open, or the maximum number of seats available is increased. However, if you wait too long to register the course might be cut because there are not enough students to run it.
3. Take care of your holds at the end of each semester. Check the status of your financial aid and your bill. You may even have an immunization hold. Your student portal provides all this information so holds should never be a surprise or a barrier from registering, but you need to be proactive.
4. Review your degree audit or study plan regularly, and have a yearly plan in place. Your advisor will assist you with this and advise you on your options.

## Assurance of Learning

The College of Business at GSU maintains an ongoing systematic assessment process of continuous improvement in which student work, in both undergraduate and graduate programs, is evaluated to determine the extent to which student-learning outcomes have been met in each program. Students play an important role in this well-documented process that is focused on improving the academic experience of our students. Assessment results of COB's Assurance of Learning (AOL) process can be found on our web page at [www.govst.edu/AOL/](http://www.govst.edu/AOL/)



# Internship for Academic Credit!

The value of a solid internship offers many benefits: work experience, on-the-job training, networking, professional contacts, a plus on your resume, and maybe even a job offer. Internships are career-based learning experiences that involve a “real world” work environment

and standard workplace expectations.

The NEW Career and Internships web page (<http://www.govst.edu/cob-internships/>) provides the information and tools you need to start the process. You will find the COB Internship Guide, a “how to”

locate an internship, tips on interviewing, appropriate dress, networking, resume examples, and student success stories, such as Robert Navarro, who completed an exciting internship this past spring.

I found my paid internship via the career services office. I received an email with the internship posting from Lanco Group of Companies and replied with my resume and cover letter. This was followed up by a phone interview then a face-to-face interview. I was fortunate enough to be able to get three credit hours for my internship. The internship professor I worked with was Mike Trendell. Some of the faculty from career services reached out to me once or twice via email to see how the internship was going and to see if they could help with anything.

The responsibilities I was tasked with started off small such as entering journal entries, working on account reconciliations, and completing ad hoc reports for the staff accountants. As I became more familiar with the company, I handled the month-close processes for three of the smaller subsidiary companies. Also, I should mention that I worked in the financial reporting department. Since Lanco has about 25 subsidiary companies, one of the biggest challenges was getting familiar with the different functions/software that some certain companies used. The part that I most enjoyed was experiencing the month-close and having that pressure to finish on time because it was rewarding to be done and ready for the next month.

This internship gave me such valuable experience and it will give me an



**Robert Navarro, Accounting student**

advantage when looking for employment in the future because it will stand out on my resume. My advice to students who are looking for or considering getting an internship is to be proactive about it, take advantage of the resources that you have, and start early. Getting an internship as a freshman or sophomore might be a little more difficult, but you can consider discovery programs offered by firms which are basically 1 to 2-week long workshops

held by companies for students who are not quite ready for an internship. These are used by those companies to look at prospective accounting students and give them a chance to network with firm employees and learn about that firm. This at least gets your foot in the door and could potentially lead to internship or employment opportunities. Career services is also a great resource for getting an internship. Check your student email; they are constantly sending emails with employment postings and will even help you critique your resume/cover letter to make you stand out during the application process. Lastly, get involved in extracurricular and get involved in the profession by joining Illinois CPA Society or AICPA. These organizations have free student memberships and offer a wide variety of scholarships, employment opportunities, and more. Being a member of these will stand out on your resume.

To apply for an internship follow the steps on the Career and Internships page. The Internship Form is located in the COB Student Handbook or download the form: <http://www.govst.edu/COB-Intern-Form/>

- **Summer Internships – Submit Application by April 1**
- **Spring Internships – Submit Application by December 1**
- **Fall Internships – Submit Application by August 1**

## Important Dates for 2019

**Graduation Applications due**  
February 8

**Spring Break (no classes)**  
March 18–24

**2019 Commencement**  
May 18

**GSU Closed—4th of July**  
July 4

**GSU Closed—President’s Day**  
February 18

**Fall 2019 Registration begins**  
April 15

**Summer 2019 Classes Begin**  
May 20

**Summer Classes End**  
August 18

**Summer 2019 Registration begins**  
March 18

**Spring Classes End**  
May 13

**GSU Closed—Memorial Day**  
May 27

**Fall 2019 Classes Begin**  
August 26