BankLEAD
Learn, Engage and Develop

Internship Program Guideline

for Banks



Bringing Banking to the Next Generation

The IBA is committed to growing the BankLEAD industry for the years to come. This Internship Program is a major component of introducing the many aspects of banking to today's students and tomorrow's leaders.

Sponsored by:

IBA INDIANA BANKERS™ ASSOCIATION

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BankLEAD Internship Program Overview

Introduction to the Internship Program

Internships provide students with the opportunity to gain real world experience in settings outside of the classroom. The experience is designed to meet both academic and applied learning goals. The purpose of the BankLEAD Internship Program is to provide a practical and intensive training to individuals who genuinely desire working in the banking industry. Students will be able to apply information learned in the classroom, build work history, expand professional skillsets, and lay the foundation to a career in the banking, or other professional, industry. Banks benefit with fresh ideas from readily equipped interns, completion of important projects put on hold, and creative ways for recruiting Indiana's banking industry to take the next step in creating and expanding a new generation of banking talent.

By working together, Indiana's banking and educational institutions can produce strong leaders for our industry and our state.

Program Objectives (Goals)

- For Students:
  - Provide a resource for top college students to explore the Indiana banking industry and the career options that are available.
  - To increase student ability to function as an effective employee of a bank.
  - To allow the student to gain customer service experience and acquire firsthand knowledge of specific bank processes.
  - Provide college students with an understanding of how local banks impact their communities and the local economy.
- For Banks:
  - Provide a resource for member banks to locate and recruit for relevant internships.
  - Offer a wide range of learning opportunities and work-related banking experience while with a community bank in Indiana.
  - To increase the visibility of the Indiana banking industry.

"Tell me and I forget, teach me and I may remember, involve me and I learn"

-Benjamin Franklin

Studens will also be encouraged to develop their own personal goals and objectives. They will discuss those with their academic adviser, the IBA contact and their bank mentor.

Desired Candidate Qualities

- Major in a business-related field (Economics, Ag-Economics, Accounting, Finance, Marketing, Human Resources, Information Technology or General Business).
- Demonstrate critical thinking and the ability to take initiative.
- Have a minimum of a 2.75 cumulative GPA.
- Preference given to rising college juniors and seniors.
- Demonstrate an interest to work in the banking industry, especially willing to work in the Indiana banking community.

Candidate Selection Process

- Intern applications will be distributed to various colleges and universities throughout Indiana.
- The student will discuss with their academic adviser and internship supervisor the appropriateness of interning with a bank/financial institution.
- Upon the decision to apply, resumes and applications will be completed and sent to the IBA prior to the designated deadline. After an initial prescreening process by the IBA to verify the above listed qualities are met, a committee of interested banks will review the provided materials.
    - The IBA will make an effort to connect the candidate to banks that fall in the student's geographic preference.
- If the student meets the requirements in the prescreening and initial review process, they will have an interview that will include all interested member banks. This will allow the banks and student to determine the best fit for placement.

Benefit to the Intern:

The student will gain valuable "real life" experience that cannot be obtained in the classroom.

Internship Components

Key Points

- The internship will last approximately 8-12 weeks throughout the course of the summer (Accommodations can be made if the internship must be carried out during the school year.)
- After intern assignments and before finals, the intern will visit the bank and meet their supervisor and learn of the employment details, including:
    - Beginning/End Dates
    - Hours
    - Days Off
    - Wages
    - Responsibilities
- Please keep in mind that the intern becomes part of the bank staff and should adhere to all bank policies.
- Recommended pay for student is between $12-20 per hour, depending on the bank with which they are placed.

    - NOTE: The host bank is not responsible for benefits, insurance costs, housing or travel cost for the student.

- There is no obligation to hire or offer the intern full-time employment following the internship.
- There will be an initial orientation at the Indiana Bankers Association prior to beginning the internship, along with a mid-summer event, also at the IBA offices.
- The student will maintain communication with their academic supervisor and the IBA regarding their progress during the internship.
- The student may be required to complete weekly reports, depending on the writing requirements of the school. (This will be discussed later in the document.)
- At the conclusion of the internship, and the completion of the Internship Requirements, the student will receive a Certificate of Completion from the IBA.
- In some cases, there may be the opportunity for an intern to continue the internship/part-time employment after the completion of the program.

Basic Timeline

February: Application submitted

Early March: Interviews

Mid March: Selections completed

April (prior to finals): Meet with assigned bank

May (after finals): Orientation at IBA

Begin Intern Program

Mid-June: Mid-Summer Event at IBA

During the program: Participate in 1 bank sponsored community event or volunteer opportunity

Late July: End program and complete evaluations

Receive Certificate of Completion

Intern Requirements (contingent upon selection)

- The student will work with their academic adviser/internship supervisor and bank mentor to develop learning goals and a scope of work and become aware of the host institution's standard operating procedures.
- The intern will demonstrate honesty, punctuality, cooperation, confidentiality, and a willingness to learn during the full length of the internship.
- The student will complete all duties and responsibilities in a professional manner.
- The student will participate in any training or conferences that are required of them by the host bank.
- The intern will attend an initial orientation meeting held at the IBA offices prior to the beginning of the internship.
- The student will also be invited to attend a mid-summer event at the IBA offices. This event will also be attended by members of the IBA Future Leadership Division. (This event is optional.)
- Depending on proximity to the host bank, the intern may need adequate transportation to work.
- Any internship-related travel or meals outside the normal daily activities will be reimbursed by the bank.
- The intern will need to participate in a community event or volunteer opportunity sponsored by the bank.
- The student and bank mentor will arrange ongoing coaching and feedback sessions during the internship, providing interactive evaluations for the student and the bank. The student will complete a periodic evaluation form provided by the school or by the IBA.

Bank Guidelines

- Provide an orientation to the student that is meaningful and allows them to see the bank's services, organizational structure, and operating practices. An Orientation Checklist is provided as part of this packet.
- As you begin this internship program, consider two perspectives – business performance and intern development. The intern should be placed where he or she can add the most value and contribute the most to the bank's performance, as well as have a great learning opportunity.

Benefit to the Bank:

The bank will gain promising and enthusiastic talent with fresh ideas, wanting to understand and "experience" Indiana banking.

- Prepare a Job Description for your intern. Just as with a full-time employee, it is important to create a clear, detailed job description that outlines the responsibilities and qualifications of the internship position. Sample Job Descriptions are included.
- Utilize a 1- 2 week rotational structure method for the program. This will expose the intern to every department of the bank. The time spent at each department/position will be decided by the institution.
    - NOTE: This can be amended if the intern and bank feel as though the intern will be better served by remaining in a specific area of the bank or reducing the time the intern will rotate through departments, eventually remaining in a specific area.
- Work with the intern to develop learning objectives and a scope of work for each department, if applicable.
- The institution will provide supervision and guidance that supports the intern's work related to their objectives.
- Provide a safe work environment that promotes learning.
- Ensure all permanent employees understand the expectations of the intern's learning objectives.
- Provide any necessary equipment, supplies and training for the intern.
- Reimbursement for internship-related travel and meals outside the normal daily activities will be expected by the institution.
- Assign a mentor to the intern. (This will be discussed in the following section.)
- The host bank will notify the IBA and academic internship supervisor of any significant difficulties.

Bank Mentor

A healthy relationship between the bank mentor and intern is imperative for personal and professional growth. It is recommended that the mentor not be the student's supervisor. The mentor should be a person independent of the student's daily activities.

- The bank mentor will attend a mentor orientation meeting held at the IBA offices prior to beginning the internship.
- The mentor will help ensure the intern is exposed to a wide range of banking activities.
- The mentor will answer questions regarding any concern or curiosity about the banking industry, departmental roles, and the institution itself.

"A mentor is someone who sees more talent and ability within you, than you see in yourself, and helps bring it out of you."

–Bob Proctor

- The mentor will assist the intern in adjusting to the bank environment.
- The mentor will meet with the intern on a weekly basis to discuss the intern's work experiences, as well as the intern's progress in the internship.
    - This can be accomplished by joint collaboration with the intern in the creation of their learning objectives that can be accomplished each week of the internship.
- The mentor will provide ongoing coaching and feedback sessions during the internship, providing interactive evaluations for the student and the bank. The mentor and student will complete a periodic evaluation form provided by the school and/or by the IBA and institution.

IBA Responsibilities

- The IBA will distribute internship applications and this guideline to colleges and universities throughout Indiana.
- The IBA will conduct the prescreening of internship candidates.
- The association will facilitate discussions between interns and member institutions.
- The IBA will work to provide proper matching and allocation of interns and institutions.
- The association will host a mentor orientation, as well as an initial internship orientation.
- The IBA will host a mid-summer event in conjunction with the IBA Future Leadership Division.
- The association will communicate with the academic supervisor and the bank mentor.

Weekly Reports

- Depending on the school's reporting requirements, the intern may complete weekly reports during the internship.
- These reports will be centered on their school requirement, but may include their experiences and highlight projects covered and completed.
    - NOTE: These reports should be completed with appropriate detail.
- The IBA and the academic supervisor will receive the reports.
- The reports will be a source of documentation used to track the growth of the intern professionally and personally.
- There will not be duplicate or redundant reports required. The IBA /bank will work in conjunction with the school on this item.

Mid-Summer Event

The IBA will host social, networking gathering of this year's interns along with members of the IBA's Future Leadership Division.

Interactive Evaluations

An internship can only be a true learning experience if constructive feedback is provided. An effective evaluation will focus on the intern's bank responsibilities and stated agreed upon goals and objectives.

- Interactive evaluations for the student and the bank will be completed through forms provided by the school or by the IBA, providing feedback to all parties.
- For the student, the evaluations will be used to evaluate their growth during the internship, their strengths/weaknesses, and other areas pertinent to the improvement of the intern.
- These evaluations will be given to the academic internship supervisor, as well as the IBA.
- The evaluations regarding the host bank will be given to the intern to assess the bank , the mentor, and relay any suggestions or comments for future improvements of the program.
- The IBA will receive and review all evaluations concerning feedback, suggestions for improving the program, and other areas associated with the process.
- Sample evaluation forms are included.

Internship Format

Banks can structure the internship program to meet their needs. The internship experience may include opportunities for the student to learn and gain experience in these areas: banking operations, lending payment services, auditing, bank teller operations, compliance and regulation, loan spreadsheet analysis, loan documentation, financial trend analysis, risk management, communications, bank marketing, and customer service. Participating banks often successfully use one of the following structures.

Suggested Timeline for Rotational Structure

This is the preferred method and designed to expose the intern to every area of the bank. The schedule may vary based on need, but should allow the intern to be involved in each of the following areas long enough to have a full understanding of its importance to the bank.

Week 1: Customer Service/Teller
Week 2: New Accounts/Branch Management/Security
Week 3: Audit/Compliance
Week 4: Cash Management Services/Investments
Week 5 & 6: Lending, Credit Administration, Credit Analysis
Week 7: Marketing/HR
Week 8: Special projects, or re-visit areas of interest to the student.

Upon the conclusion and completion of the program and evaluations, each student will receive a **Certificate of Completion** in recognition of their efforts to learn about Indiana banking.

Project Structure

This is designed to provide the intern with in-depth exposure to two or three areas of the bank via staff-directed projects. It also allows senior level officers to assign projects based on long-term needs. Some examples include:

- Sitting in on loan meetings or inspections
- Basic credit analysis module
  - How to understand financial statements
  - Calculating primary and secondary source of repayment
- Walking through an entire credit analysis
  - Business background/overview
  - Purpose of the credit
  - Facilities, liquidity, leverage
- Getting a grasp of risk ratings
  - Pass, Special Mention, Sub-Standard, Loss
- Market Research
- Assisting with a conversion

Hybrid Structure

This structure is designed to provide an overall understanding of all the areas of the bank during the first course of the internship while the second course of the internship places the intern in an area or department of the bank, they feel most fits their interests. Once the intern has spent 2-4 weeks rotating to all the areas of the bank, the intern, along with bank leadership will assign the intern to a department of the bank for the remainder of their internship, or 4-8 weeks.

Weeks 2-4: Customer Service/Teller, New Accounts/Branch Management/Security, Audit/Compliance, Cash Management Services/Investments, Lending Credit Administration/Credit Analysis, Marketing/HR.

Weeks 4-8: Placed in an area of interest so that a deeper level of understanding of that department of the bank can be achieved by the intern.

The ideas above are examples of ways that interns have successfully been involved in previous banking internships and ideas that may help guide the intern's supervisor in developing tasks for the intern.
The IBA recommends the institution provide at least one unique long-term project for the intern to complete throughout the internship.

The IBA continues to support its **mission**, to advocate for and sustain an environment in which banks can succeed, by introducing the next generation of leaders to BankLEAD.

Intern Orientation Checklist

Just as you would provide orientation for a new employee, you should familiarize the intern with your organization to acclimate the intern to his or her new work environment. Your student intern will be unfamiliar with the working environment, activities and objectives of your bank. A thorough orientation will enable the intern to assume assigned responsibilities and become a productive contributor. Keep in mind the intern becomes part of your staff and should adhere to your bank's policies.

Before the Start of the Internship

- Establish and agree upon the start date, end date and work schedule. Adhere to the agreed upon hours and dates as closely as possible. During the internship, changes in scheduling should be disclosed in advance.
- Review wages
- Discuss criteria and provided assistance with granting credit if the student is completing the internship for academic credit.
- Set up an organized workspace and all necessary resources for the intern to fulfill the responsibilities discussed.
- Establish expectations on the bank's dress code.
- Review employer expectations and job description and outline work expectations during the internship, including specific task/project details.
- Review and discuss the mission of the bank and how the intern fits into that role.

Within the First Two Weeks of the Internship

- Provide a tour of the facility and introduce the intern to other employees.
- Provide an overview of the company culture.
- Discuss time sheets, including proper completion and deadlines, time off and overtime rules, if applicable. Discuss absences and how and when to notify the supervisor and provide phone numbers.
- Explain use of equipment such as phone, computer, copier, supplies/forms.
- Provide the intern with an organizational chart and contact list of key personnel.
- Review company policies and safety/emergency policies, also make the intern aware of the company's sexual harassment policy, cell phone/social media policy and employee handbook.
- Establish project time frames and expectations on how to complete projects.
- Outline opportunities to network within the organization.
- Set up an opportunity for C-level personnel to greet the intern.

During the Course of the Internship

- Share company materials such as newsletters, annual reports, etc., as appropriate.
- Encourage your intern to spend breaks and lunch in places where employees gather.
- Schedule regular one-to-one meeting with the intern.
- Give the intern opportunities to observe or participate in professional meetings.

Sample Intern Job Description *(Template 1)*

Good Bank
Sunshine City, Indiana
Position Available: Banking Intern

Jump-start a career in the field of banking! Internships at Good Bank offer hands-on experience and an opportunity to learn the fundamentals of banking. The internship experience includes a 10-12 week rotation that highlights banking processes and how they interrelate. As an intern, you will work alongside experienced bankers who can offer insights to help you better understand the financial services industry. Good Bank is a full-service community bank offering personal banking, business banking and wealth management services with several locations throughout Indiana.

Qualifications

Applicants must:
be seeking a degree at an accredited college/university with a major in accounting, banking, business administration, commercial or banking law, economics, finance, marketing or other fields related to the position (Major must be documented in the transcript or proof of enrollment.)

- Have at least a cumulative (overall) 3.0 GPA
- Have completed two full academic years toward the degree
- Have completed three semester hours in accounting (Requirement must be met by the first day of employment.)
- Have a valid driver's license

Responsibilities may include:
List specific responsibilities and special projects.

Knowledge, Skills and Abilities

- Solid reasoning, analytical, technical, mathematical and language abilities
- Must possess excellent work ethic and ability to self-motivate
- Must be able to multi-task as well as communicate well with clients
- Understands the importance of being a team player

Hours and Wages
Interns are expected to work a minimum of 15 hours per week. Compensation is $12 hour. Undergraduate students with a GPA of 3.0 or higher are encouraged to apply. Summer, fall and spring internships are offered.

Sample Intern Job Description *(Template 2)*

POSITION TITLE:

ORGANIZATION OVERVIEW
This is particularly important if the business is not easily known and recognized by the public. You may include the following information:
- Type of business/industry (mission statement)
- What distinguishes you from the competition (from the customer's perspective)
- Size of business (number of employees, locations, revenue)
- Why the student would consider your organization a great place to work

POSITION DESCRIPTION
The primary responsibilities of the position include, but are not limited to, the following:
You may consider identifying major responsibilities and allocating a percentage of time the intern would expect to spend on that activity.
You may list these bullet points as they would eventually appear on the intern's resume.
You may include a major project or a series of smaller projects, if applicable.

The intern will have the opportunity to:
Identify interesting/special experiences the intern will have (such as sitting in key meetings, attending companywide conference, interaction with clients, etc.) or something that makes your internship unique (such as exposure to multiple areas of the company, autonomy to make some decisions, etc.)

QUALIFICATIONS
Candidates must meet the following qualifications:
- Be majoring in [marketing, finance, etc.]
- Have a minimum GPA of [GPA]
- Plan to graduate no later than [Date] OR have completed [sophomore/junior] year
- Proficient in [Computer/software knowledge]
- Have valid driver's license

Candidates should demonstrate the following abilities/characteristics:
- Technical abilities
- Soft skills

TRAINING
If special training will be provided to the intern, you may want to explain what that training entails. You also may state if the intern will be assigned a special mentor in addition to the supervisor.

LOGISTICS
The internship will:
- Take place at our facility in [location]
- Begin [start date] and extend for ___ weeks (or until a certain date)
- Have a schedule as follows: [work schedule and/or hours per week]

Sample Intern Job Description *(Template 3)*

The internship job description should be exciting and informative while helping your future interns better understand what they will gain as a result of working with your organization, what skills they will hone or develop, and the significance of their work. Sell your bank, sell the internship and highlight requirements.

Company Logo: Add your company logo for branding of the opportunity.

Title of the Internship Opportunity and Location(s): Banking Internship, Sunshine City, IN

About the Company: Tell the prospective intern what makes you special and why students would want to work for your company. Share the culture of your office. This is important because you want students to self-select in (or out) of applying, based on their knowledge of your company culture and work environment. Be sure to use exciting, nontechnical business language.

Description of Tasks/Projects: Although financial compensation is important, students care mostly about what they will learn, what skills they will develop and what opportunities they will have to uses their education.

Begin with a captivating question or statement. Example — "Are you eager to begin a career in the banking industry but have limited experience?" OR "This is a great opportunity for anyone planning to begin a career in financial services!"

- Use energetic language to describe the opportunity and who the intern will be collaborating with
- Describe the intern project(s)/tasks and knowledge they will gain and opportunities they will be exposed to
- Focus on what kind of learning experience you can provide for the student
  focus on the skills the student will enhance during this internship

Description of ideal candidate:

- Describe your ideal candidate using plenty of adjectives
- "The ideal candidate will possess the following skills … "
  Instead of identifying a particular major, identify particular coursework that will have been helpful before application (e.g. accounting course, finance or economics courses, etc.).

Training and Assessment: Interns seek mentorship, training and feedback. Let them know who will mentor them, how often they can expect to meet with their supervisor ,and how often they will receive formal and informal feedback.

Pay Structure: Stipend, Hourly Pay, Scholarship, etc.

Apply by date:

Web address of the bank:

Work authorization:

EEOC Statement:

Sample Employer Evaluation of Intern

Evaluating Your Intern

Supervisors should provide periodic formal and informal feedback and evaluations of the student, whether through conversation or a written evaluation. Most academic departments require a written evaluation to be completed by the intern and their site supervisor at the completion of the internship if the student is completing the internship for academic credit.

Your intern's university may provide a list of core competencies for consideration in the evaluation process. The following skills have been identified by employers as key skills they seek in interns and new hires:

- oral communication
- written communication
- ability to work with others/interpersonal skills
- adaptability
- critical thinking
- time management
- self-confidence
- leadership
- problem solving
- professional attitude/demeanor
- initiative
- preparation prior to start

SAMPLE EMPLOYER EVALUATION OF STUDENT INTERN
Student: _____ Organization: _____

KEY
1 — unsatisfactory (Never demonstrates this ability/does not meet expectations)
2 — uncomplimentary (Seldom demonstrates this ability/rarely meets expectations)
3 — fair (Sometimes demonstrates this ability/meets expectations)
4 — commendable (Usually demonstrates this ability/sometimes exceeds expectations)
5 — exceptional (Always demonstrates this ability/consistently exceeds expectations)
N/A — if any specific criteria are not applicable to this internship experience

Sample Employer Evaluation of Intern (Cont.)

A. Motivation to Learn

1. Asks pertinent and purposeful questions.	1 2 3 4 5 N/A
2. Seeks out and uses appropriate resources.	1 2 3 4 5 N/A
3. Accepts responsibility for mistakes and learns from experiences.	1 2 3 4 5 N/A

B. Reading/Writing/Computation Skills

1. Reads/comprehends/follows written materials.	1 2 3 4 5 N/A
2. Communicates ideas and concepts clearly in writing.	1 2 3 4 5 N/A
3. Works with mathematical procedures appropriate to the job.	1 2 3 4 5 N/A

C. Listening & Oral Communication Skills

1. Listens to others in an active and attentive manner.	1 2 3 4 5 N/A
2. Effectively participates in meetings or group settings.	1 2 3 4 5 N/A
3. Demonstrates effective verbal communication skills.	1 2 3 4 5 N/A

D. Creative Thinking & Problem Solving Skills

1. Breaks down complex tasks/problems into manageable pieces.	1 2 3 4 5 N/A
2. Brainstorms/develops options and ideas.	1 2 3 4 5 N/A
3. Demonstrates an analytical capacity.	1 2 3 4 5 N/A

E. Professional & Career Development Skills

1. Exhibits self-motivated approach to work.	1 2 3 4 5 N/A
2. Demonstrates ability to set appropriate priorities/goals.	1 2 3 4 5 N/A
3. Exhibits professional behavior and attitude.	1 2 3 4 5 N/A

F. Interpersonal & Teamwork Skills

1. Manages and resolves conflict in an effective manner.	1 2 3 4 5 N/A
2. Supports and contributes to a team atmosphere.	1 2 3 4 5 N/A
3. Demonstrates assertive but appropriate behavior.	1 2 3 4 5 N/A

G. Organizational Effectiveness Skills

1. Seeks to understand and support the organization's mission/goals.	1 2 3 4 5 N/A
2. Fits in with the norms and expectations of the organization.	1 2 3 4 5 N/A
3. Works within appropriate authority and decision-making channels.	1 2 3 4 5 N/A

Sample Employer Evaluation of Intern (Cont.)

H. Basic Work Habits

1. Reports to work as scheduled and on time. 1 2 3 4 5 N/A
2. Exhibits a positive and constructive attitude. 1 2 3 4 5 N/A
3. Dress and appearance are appropriate for this organization. 1 2 3 4 5 N/A

I. Character Attributes

1. Brings a sense of values and integrity to the job. 1 2 3 4 5 N/A
2. Behaves in an ethical manner. 1 2 3 4 5 N/A
3. Respects the diversity (religious/cultural/ethnic) of co-workers. 1 2 3 4 5 N/A

J. Industry-Specific Skills

List specific skills or competencies not previously listed in this evaluation and assess accordingly.

1. _____ 1 2 3 4 5
2. _____ 1 2 3 4 5
3. _____ 1 2 3 4 5

K. Comments:

_____

_____

_____

_____

_____

L. Overall Performance (at present time)

Unsatisfactory			Poor		Average		Good			Outstanding
0	1	2	3	4	5	6	7	8	9	10

This assessment was reviewed with the intern on
(Month/Day/Year) _____
Evaluator's Signature: _____ Date: _____
Title/Position: _____

Intern's Signature: _____

Sample Intern Evaluation of Employer

When completing the internship evaluation below, remember that it is important to give serious thought to the rankings given. If more space is needed when completing the comments section, please add additional sheets. The goal of the evaluation is twofold. First, to provide the opportunity for students to give constructive feedback on all aspects of their professional internship. Second, to provide information that will be helpful to future students considering an internship with that organization.

Name: _____

Company: _____ Supervisor: _____

Internship Beginning: _____ Internship End: _____

Evaluation Scale: (1) Strongly Agree (2) Agree (3) Neutral (4) Disagree (5) Strongly Disagree

1. I had a good assimilation/orientation to my company at the start of the internship 1 2 3 4 5
2. I received thorough information on the job duties and expectations at the start of my internship 1 2 3 4 5
3. A mentor/supervisor was assigned to me to oversee my work and was always available to answer questions 1 2 3 4 5
4. The overall quality of supervision was sufficient 1 2 3 4 5
5. The internship was challenging and practical 1 2 3 4 5
6. Aspects of the internship helped bridge the gap between theory and application 1 2 3 4 5
7. The work climate was positive and productive 1 2 3 4 5
8. I made good networking contacts with other interns or employees 1 2 3 4 5
9. I would recommend this internship to another student 1 2 3 4 5
10. How did your internship experience help you grow personally and/or professionally?

11. What previous classes or classroom experiences were most useful in preparing you for your internship?

12. What advice would you give future interns? (May we use this in promoting internships to other students? Yes / No)

13. Would you consider doing an internship at this company again? Why or why not?

14. Will this internship lead to another internship with this company, or possibly full-time employment?

15. Please include any other comments or information you feel would be helpful.

BankLEAD INTERNSHIP PROGRAM BANK COMMITMENT FORM

Application can be completed online at https://indiana.bank/banklead-internship-program

☐ **Yes**, our bank would like to participate in the BankLEAD Internship Program.
We have openings for _____ intern(s).
CEO NAME:
BANK NAME:
STREET ADDRESS:
MAILING ADDRESS:
CITY: ZIP CODE: PHONE:
INDIVIDUAL TO SUPERVISE INTERN:
INTERN SUPERVISOR'S EMAIL:
REQUEST FOR INTERN FROM SPECIFIC COLLEGE/UNIVERSITY (IF PREFERENCE):
In addition to academic excellence and a strong desire to work in the banking industry, please find us a student who possesses the following skills:
CEO SIGNATURE:

Your Indiana Bankers Association contact person will be Ross Teare. You'll receive more information as the program gets underway. Please return this form to the address below, or email it to rteare@indiana.bank.

Internship Program/Ross Teare
Indiana Bankers Association
8425 Woodfield Crossing Blvd., Suite 155E
Indianapolis, IN 46240

Please return by March 11

BankLEAD Internship Program

Resources

- *Missouri Bankers Association InternConnect Handbook*
- *Ohio Bankers Association Internship Program Overview materials*
- *Oklahoma Bankers Association Summer Intern Program materials*
- *Virginia Bankers Association Bank Internship Program materials*

Questions/Concerns

Please notify academic advisor or IBA contact immediately if any significant difficulties should arise.

If any questions or concerns surface, during, or after the internship duration, please contact Ross Teare at rteare@indiana.bank. THANK YOU for your efforts in developing the next generation of Indiana's banking industry.

For more information contact
Ross Teare at *rteare@indiana.bank*
Or visit https://indiana.bank/banklead-internship-program

Sponsored by:

IBA INDIANA BANKERS™ ASSOCIATION

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Indianapolis, IN 46240

indiana.bank