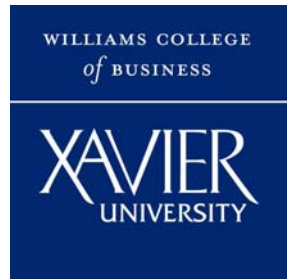


# MBA Internship Program



## AS AN MBA, WHY SHOULD I PURSUE AN INTERNSHIP?

The goal of this program is two-fold:

- First and foremost, it makes available to businesses the skills and expertise of Xavier's MBA students. The Williams College of Business takes great pride in its MBA students, whose intellect, business acumen, work ethic, dedication, and ability to manage, deliver projects and assessments which add value, insight, and bottom line results to organizations.
- Second, it provides you with the opportunity to broaden your professional experience and implement your MBA knowledge and skills. The internship also prepares you for full-time work after graduation. You will have a strategic advantage over other job candidates through your professional experience in your field. Plus, you'll be earning academic credit and money.



*"Educating students of business, enabling them to contribute to organizations and society, consistent with the Jesuit tradition."*  
- WCB Mission Statement, 2002

The *National Association of Colleges and Employers'* survey of job recruiters shows that their top selection methods are co-ops and internships. This takes the place of on-campus recruiting trips. Interns now make up to 32 percent of new hires - double the rate of just five years ago.

## HOW LONG ARE INTERNSHIPS?

MBA internships last between 12-16 weeks and **typically** correspond to Xavier's academic semesters. Internships are part-time and are usually paid.

## WHO IS ELIGIBLE FOR AN MBA INTERNSHIP?

The following four requirements must be met by an MBA student in order to participate in an MBA Internship:

- Have a minimum overall GPA of 3.00.
- Successfully completed (or in process) 18 hours of 600 level coursework.
- Have maintained full time status (9 or more credit hours per semester) for the majority of the MBA program.
- Job duties must be in area unrelated to a past or current position, and unrelated to a past or current employer.

*NOTE: MBA students working full time are NOT eligible for the Internship Program. No more than one internship experience allowed per student. F1 Visa students seeking an internship must work in conjunction with the International Student Office ensuring proper INS procedures. A student with any hold - whether bursar or academic - may not participate in the Internship Program until the hold issue is successfully resolved.*

Eligibility for the MBA Internship Program must be confirmed by the Internship Department. Prior to beginning your job search, your compliance with the above qualification needs to be approved by following the directives on the next page.



MBA students should contact **Sarah Brinker-Good**, Coordinator of the WCB Internship Program, at [brinkergoods@xavier.edu](mailto:brinkergoods@xavier.edu) to submit the following information for eligibility verification:

- First, Middle, Last Name
- Mailing Address
- Daytime/Cell Phone
- Year of Graduation (anticipated)
- Xavier Email Address

Experiential education provides a forum for the integration of classroom theory and business reality.

## HOW DO I FIND AN MBA INTERNSHIP?

MBA internship opportunities can be found 1) eRecruiting, 2) other public/private job boards, and/or 3) personal networking. It is not important HOW you find your MBA internship, as much as it is that the job responsibilities and duties involve graduate level skills and knowledge.

Upon confirmation of eligibility, you will be issued an account on the same web-based recruiting software as Xavier's Career Services Center: eRecruiting. Cheryl Wilson ([wilsonc3@xavier.edu](mailto:wilsonc3@xavier.edu)) will activate your account.

Once you are activated on eRecruiting:

- **Login to eRecruiting** by going to <http://xavier.experience.com> . Enter your username, which is your 9 digit Banner ID followed by "xu" (for example 000123456xu) and your password, which is "jobs".
  - **Complete your student profile** by supplying the necessary information in the five sections: 1) Personal Information; 2) Academic Information; 3) Career Preferences; 4) Continued Academics; and 5) Administration. This information is critical to assisting the WCB in identifying and qualifying you for certain positions.
  - **Search for MBA internships** posted by Xavier, as well as by eRecruiting's Experience Network. Remember, as you are applying to various jobs, the responsibilities and duties must involve graduate level skills and knowledge to qualify for MBA level credit. eRecruiting not only has postings for MBA internships, but undergraduate internships, as well. If you are unsure if a certain job posting will meet the requirements of an MBA internship, please contact the appropriate internship professor for confirmation. All internship professors are listed in a chart at the end of this document.
  - **Apply** per the application instructions on the job posting.
  - **Interview and get hired.** Upon being hired, you must notify the Coordinator of Internship and follow the administrative procedures below.
- *Note: For additional assistance in finding an internship, you may schedule a meeting with an MBA Career Counselor. To schedule an appointment, contact the Professional Development Center at 513-745-4265 or [mbapdc@xavier.edu](mailto:mbapdc@xavier.edu).*

## HOW DO I EARN ACADEMIC CREDIT?

An MBA student may participate in an internship once and earn three academic credits. No more than one internship for credit is permitted per student. The MBA Internship will count as a **three credit hour elective course** in the MBA program and will be applicable for the **General Business concentration** only.

To earn academic credit, the following four administrative requirements must be performed:

1. Schedule a meeting with Sarah Brinker-Good. You will be given an Internship Agreement to complete. This form delineates an understanding between Xavier, your employer, your internship professor, and you regarding the goals and objectives of your MBA internship as it relates to your MBA curriculum at Xavier. All parties must sign this form. You cannot, and will not, be registered for the MBA internship course (BUAD 603) unless this form is completed in its entirety.
2. You must schedule a face-to-face meeting with your internship professor to complete Section V of the Internship Agreement and to discuss your job and its proposed duties. Your job description, as listed in Section III of the form, must meet the approval of your internship professor for involving graduate level skills and knowledge. During this meeting, your internship professor will also explain the requirements of your academic project as well as his/her expectations of you during the course of the internship.
3. You must accumulate **200** or more hours of on-the-job experience.
4. And finally, your internship must be served during the same academic semester in which you are registered. For example, you cannot work during the spring semester and register for the internship in the fall semester. No retro-active internships are permitted.

## WHAT IS THE ROLE OF MY INTERNSHIP PROFESSOR?

You will be under the direction and guidance of a Xavier professor. This professor will be monitoring and supervising your progress; will be available to you for technical assistance and advice; may make a site visit to your employer; will stay in communication with you; will evaluate your performance; and will assign you a grade at the conclusion of the internship.

## ARE THERE ANY FEES ASSOCIATED WITH AN MBA INTERNSHIP?

You will be charged a fee of \$250 for internship. This cannot be waived. The charge will appear on your bursar bill.

Also, as with any MBA course, you will also be charged for three credit hours of regular MBA tuition.



## HOW IS MY GRADE DETERMINED FOR THE MBA INTERNSHIP?

An MBA internship is treated the same as any MBA classroom course at Xavier. You will have a professor, a syllabus, an academic project to complete, and you will receive a letter grade.

Your final grade is weighted and based on the following documents:

- 50% is based on an academic project. This is assigned by your internship professor and its content discussed during your face-to-face meeting.
- 50% is based on a mid-term and final evaluation from your employer. These are completed electronically by your supervisor. The Coordinator of Internship manages the distribution, completion and submittal of these evaluations.

Your academic project's due date is determined by your internship professor. Late submissions will result in a grade of "incomplete".

## MBA INTERNSHIP PROFESSORS

Choose the appropriate internship professor by identifying the industry/area of study associated with the job duties and responsibilities of your proposed MBA internship job. Contact the professor accordingly.

Major	Professor	Office	Phone	Fax	Email
Accountancy	Dr. Sandra Richtermeyer	STT 611	745- 3654	745-4383	richtermeyer@xavier.edu
Economics	Dr. Michael Webb	HAI 301	745-3484	745-3692	webbm@xavier.edu
Finance	Dr. Shelly Webb	STT 510	745-2937	745-4383	webbs@xavier.edu
Information Systems	Dr. Mark Sena	HAI 213	745-3296	745-3455	senam@xavier.edu
Management	Dr. Daewoo Park	STT 409	745-2028	745-4383	parkd@xavier.edu
Marketing	Dr. Mary Walker	HAI 306	745-2980	745-3692	walkerm@xavier.edu

## WHO DO I CONTACT FOR FURTHER INFORMATION?

### **Sarah Brinker-Good**

*Coordinator of Internship and Executive Mentoring Programs*

Williams College of Business

2<sup>nd</sup> floor Hailstones Hall

513 745-4335 phone

513 745-3455 fax

brinkergoods@xavier.edu

