



INTERNSHIP PROGRAM

Williams College of Business

WHAT IS THE INTERNSHIP PROGRAM?

It is a structured program in which Williams College of Business (WCB) students work in a part-time or full-time, career-related position.

If the student elects to earn academic credit for their work, they are assigned a professor and goals/objectives to accomplish over the internship period. The student's progress and performance are monitored and they must submit a final academic project on which their final grade is based.

IS THIS THE SAME AS A CO-OP?

For most companies, "internship" and "co-op" are one in the same; the terms are interchangeable. Legally, the state of Ohio has defined the two terms. Here are the basic differences:

Co-op

- Regular, cyclical periods of study and work experience.
- Must be paid.
- Student must earn academic credit.

Internship

- Varied, intermittent periods of study and work.
- May be paid or unpaid.
- Student may or may not earn academic credit.

WCB students are not required to participate in an internship as part of their B.S.B.A. degree. However, they are strongly urged to do so.

Some students choose to work an unpaid internship, though this is very rare and not encouraged.

WHY PURSUE INTERNS?

- Hire motivated and enthusiastic students with a specific business degree skill set.
- Screen students for permanent employment - reducing the cost of recruitment, hiring and training.
- Increase your company's visibility and image at Xavier University.
- Promote the connection between classroom theory and the reality of the business world.
- Hire students with fresh, innovative ideas and new approaches.
- Satisfy seasonal personnel demands, special project needs and other duties, thus releasing senior staff from routine professional tasks.

The Williams College of Business offers internship opportunities in the fields of:

- Accountancy
- Economics
- Entrepreneurial Studies
- Finance
- Human Resources
- International Business
- Management
- Management Info. Systems
- Marketing

WHY XAVIER UNIVERSITY INTERNS?

Hiring a Xavier intern means hiring a motivated, enthusiastic employee who is educated and skilled in their declared business degree. They have already completed required courses in liberal & fine arts, mathematics and science. A Xavier intern is more than half way through completing an educational experience characterized by critical thinking and articulate expression with specific attention given to ethical issues and values.



HOW LONG ARE INTERN SESSIONS?

Intern assignments last between 12-16 weeks and **typically** correspond to Xavier's academic semesters. However, employers may hire an intern at any time during the calendar year.

Interns are either part-time or full-time. Students serving a part time internship (12-20 hours/week) will also attend class part time. Students serving a full time internship will work 30 or more hours per week, then resume their normal coursework the following semester. Interns during the summer are almost always full time.

Spring Semester
January-April

Summer Semester
May-August

Fall Semester
September-December

Whether full or part-time, students must work at least **200 hours** during the semester if they desire to earn academic credit. Many students participate in an internship, but do not earn academic credit for various reasons. Usually it is because the elective course which the internship would satisfy has already been completed.

Students may continue their internship past the 200 hours, at the employer's discretion, but they will only earn academic credit for one internship. Also, unpaid interns are limited to 20 hours per week and work 200 total hours exactly.

WHO IS ELIGIBLE TO EARN ACADEMIC CREDIT?

Junior or **senior** business students with an overall cumulative grade point average of 2.75 or higher are eligible to participate. Freshman and sophomores may serve internships, but are not eligible to receive academic credit.

Students must also have successfully completed the first two years of the WCB's Business Profession Program. This program is comprised of various workshops and seminars that cover the essentials of professional development in the business environment.

MBA students are also eligible to participate, but their program is slightly different. If you would like the MBA Internship Program Guide for Employers, please contact Sarah Brinker-Good at brinkergoods@xavier.edu or 513-745-4265.

WHAT RESPONSIBILITIES DO I HAVE AS AN EMPLOYER?

Your responsibilities to interns in the WCB Internship program are not much different than those to regular employees. Interns are expected to meet the same levels of quality, service, loyalty, and corporate policy as other employees. Other employer responsibilities include:

- Signing an **Internship Agreement** form (provided by the student) so the employer, student and Xavier all understand the student's job duties and expected accomplishments.
- Training and supervising the student.
- Submitting two electronic evaluations (mid term and final) on the student.
- Providing at least 200 hours of on-the-job, business related, work experience.



HOW DO I HIRE XAVIER STUDENTS?

All paid internship openings are posted to Xavier's employment recruiting software, **eRecruiting**. There are two options to post your opportunity: create and manage your own posting, or have Xavier post it.

To create your own posting on eRecruiting, follow these easy steps:

1. Go to the following link to access the employer login page: <http://xavier.experience.com/emp/sblogin>.
2. Select "Create an Account" and follow the prompts.

You will be notified by email once your access request has been accepted. You may then use Xavier University's eRecruiting system to start your recruiting activity online. The system will allow you to post jobs/internships, search resume books, review and accept applicants, view a calendar of events, communicate with candidates and keep in touch with Xavier.

If you would prefer to have Xavier post your internship, go to the online internship posting form at: http://www.xavier.edu/career/employers/position_submission.cfm. This option does not allow for direct access to eRecruiting.

Regardless of which posting option you use, all positions will remain active for 8 weeks or until the application deadline indicated by your company.

We do not accept the following internships:

- o Multi-level marketing opportunities.
- o Commission-only positions.
- o Opportunities that require any equipment or products to be purchased by the student to earn their wage. This applies to pre and post employment.
- o Opportunities that charge for any training that is required prior to employment.

WHAT'S NEXT?

- After selecting your student candidate(s), follow your normal company interview procedures.
- Hire the student directly and determine work hours, salary, etc.
- The student will then complete the necessary paperwork to earn academic credit through our office. They will provide you with the form that you will need to sign.
- Once the student is registered for the course, you will receive a confirmation email and an employer guide which outlines your duties as an internship employer.

WHO DO I CONTACT WITH QUESTIONS?

Sarah Brinker-Good
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Williams College of Business

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AVERAGE HOURLY RATES 2009

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Economics	\$10.00
Entrepreneurship	\$10.90
Finance	\$12.03
Human Resources	\$11.38
International Business	\$12.00
Management	\$11.45
Mgm.t Info. Systems	\$11.38
Marketing	\$10.99

