



INTERNSHIP PROGRAM

Williams College of Business

WHY SHOULD I PURSUE AN INTERNSHIP?

There are many reasons that the Williams College of Business (WCB) encourages you to participate in an internship during your studies here at Xavier. Some of these include:

- Develop crucial professional skill set including presentation, communication, networking and interpersonal skills.
- Gain a clearer perspective and understanding of career goals and objectives.
- Earn money to cover a significant portion of college expenses.
- Earn 3 to 6 academic credit hours towards your business degree.
- Position yourself to have a strategic advantage over other graduates by already having professional experience in your field.
- Students who have participated in an internship program are, traditionally, more likely to be hired upon graduation, receive higher starting salaries, and receive promotions more quickly.

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

Accountancy
Economics
Entrepreneurship
Finance
Human Resources
International Business
Management
Management Info. Systems
Marketing

The *National Association of Colleges and Employers'* survey of job recruiters show that their top selection method is now internships, beating out on-campus recruiting. Also, internships/interns now make up to 32 percent of new hires - double the rate of just five years ago.

HOW LONG ARE INTERNSHIPS?

Internship assignments last between 12-16 weeks and correspond to Xavier's academic semesters. Internships are either part-time or full-time, can be awarded academic credit or not, and are typically paid.

Students serving a part-time internship will attend classes either full or part-time and work part-time (about 12-20 hours per week). Part-time internships are most common during the fall and spring semesters.

Students serving a full-time internship (usually during the summer) will work full-time for a semester (30 or more hours per week), then resume their normal coursework the following semester.

HOW DO I FIND AN INTERNSHIP?

The WCB uses the same web-based, recruiting software as Xavier's Career Services Center: **eRecruiting**.

To use **eRecruiting**, go to the eRecruiting web site <http://xavier.experience.com> and log on with your username and password.

- Your username is your 9 digit Banner ID (starts with 000) followed by "xu", ex:000123456xu.
- Your password is "jobs".

Once you are on eRecruiting:

- 1) **Complete your student profile.** This information is critical in assisting the WCB in identifying and qualifying you for certain positions.
- 2) **Upload your resume** so that you can post it to resume books, the Experience Network and use it to apply to internship postings.
- 3) **Search for internships** using the one-click search function on the home page entitled "Current Internships/Co-ops".
- 4) **Apply and sign up for interviews online.** The entire campus posting and recruiting process can be done from your desktop.
- 5) **Prepare for interviews** by performing company research and reviewing interviewing tips and best practices.
- 6) **Check eRecruiting weekly,** as employers post new positions throughout the semester. A desirable position could post at any time and being proactive gives you one more advantage to getting a job. Remember: Employers on eRecruiting specifically want to hire Xavier students.

For additional assistance in finding an internship, please call the Professional Development Center staff at 513-745-4265 or email ugpdc@xavier.edu or stop by our office to set up a meeting with a career counselor.

HOW DO I EARN ACADEMIC CREDIT?

Once you have accepted an internship position, the WCB allows you the option to earn academic credit for your work experience. The internship course is three (3) academic credits and will satisfy your "*upper division business general elective*" degree requirement.

If you choose to earn academic credit, you must meet the following eligibility requirements:

1. Have **55 or more earned credit hours; junior status.**
2. Have a **minimum overall GPA of 2.75.***
3. Have **successfully completed BUAD 101, 102, 201, 202.***

***May be waived due to certain circumstances.**

* In addition to these academic eligibility requirements, the following three administrative requirements must also be met:

- 1) You must submit a completed and signed* **Internship Agreement** to the Coordinator of Internships **by 5pm on the third Friday of the semester in which you are serving the internship (last Friday in May for summer).** The Internship Agreement forms are on Blackboard under your BUAD course's (BUAD 202, 301/302, 401/402) "Course Documents".

*This included a face to face meeting with your internship professor to discuss the academic requirements of the course (see chart below for contact information).

- 2) You must accumulate **at least 200 hours** of on-the-job experience.
- 3) Your internship must be served during the same academic semester in which you are registered. No retroactive internships allowed! For example, you cannot work a summer internship and seek credit for fall semester. You can, however, begin an internship during spring semester and continue working through the summer and seek credit for summer semester.

CAN I DO MORE THAN ONE INTERNSHIP FOR CREDIT?

Rarely. You are awarded 3 credit hours towards your “upper division business” general elective for ALL business majors. The only students who can do a second internship and receive up to 6 credit hours are the following:

Majors

Accounting
Entrepreneurial Studies (1st internship is REQUIRED)
International Business

Minors

Human Resources
Management Information Systems

ARE THERE ANY FEES ASSOCIATED WITH AN INTERNSHIP?

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

For fall and spring interns, no additional tuition is charged as long as you are a full time student. Full time is 12-18 credit hours. Make sure you take into account the 3 credit hours for the internship course when scheduling your classes. If you schedule 18 credit hours, then add the internship course, you'll be at 21 hours and will be charged for the 3 credit hours over the full time flat rate.

If you are a part time student, part time tuition charges will apply. For summer interns, no tuition is charged, regardless of student status.

HOW IS MY GRADE DETERMINED?

An internship is treated the same as any 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 assigned by your internship professor. It is weighted and based on the following documents:

- **50% academic project.** The project (and due date(s)) is determined, assigned and delineated by your internship professor in his/her syllabus. The academic project's scope and content vary depending on each professor.
- **50% mid-term and final evaluation** from your employer. These are completed electronically by your supervisor. The Internship Program Coordinator will collect and compile these evaluations.

INTERNSHIP PROFESSORS:

| Major | Internship Professor | Office | Phone | Fax | Email |
|--------------------------|-------------------------|---------|--------------------------------|----------|-------------------------|
| Accountancy | Dr. Sandra Richtermeyer | STT 603 | 745- 3654 | 745-4383 | richtermeyer@xavier.edu |
| Economics | Dr. Michael Webb | HAI 318 | 745-3484 | 745-3692 | webbm@xavier.edu |
| Entrepreneurial Studies | Dr. Ravi Chinta | STT 409 | 745-3796 | 745-4383 | chintar@xavier.edu |
| Finance | Dr. Shelly Webb | STT 510 | 745-2937 | 745-4383 | webbs@xavier.edu |
| Human Resources | Dr. James Turner | STT 511 | W: 745-3050 C: 859-817-0741 | 745-4383 | turnerj3@xavier.edu |
| Management Info. Systems | Dr. Mark Sena | HAI 213 | 745-3296 | 745-3455 | senax@xavier.edu |
| International Business | Dr. Michael Webb | HAI 301 | 745-3484 | 745-3692 | webbm@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 |

CONTACT (For Additional Questions):

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