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. 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.

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:

<table>
<thead>
<tr>
<th>Co-op</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular, cyclical periods of study and work experience.</td>
<td>Varied, intermittent periods of study and work.</td>
</tr>
<tr>
<td>Must be paid.</td>
<td>May be paid or unpaid*.</td>
</tr>
<tr>
<td>Student must earn academic credit.</td>
<td>Student may or may not earn academic credit.</td>
</tr>
</tbody>
</table>

*In compliance with the Fair Labor Standards Act (FLSA), we will not approve unpaid internships at “for-profit” companies. For further information, please review the U.S. Department of Labor Wage and Hour Division Fact Sheet #71.

**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.
WHY XAVIER UNIVERSITY INTERNS?

Hiring a Xavier student means hiring a motivated, enthusiastic intern 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.

WHAT RESPONSIBILITIES DO I HAVE AS AN INTERNSHIP SUPERVISOR?

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. The internship company supervisor is also responsible for training and supervising the student. If the student is earning academic credit, the additional supervisor responsibilities include:

- Signing an Internship Agreement form (provided by the student) so the internship company supervisor, student and Xavier all understand the student’s job duties and expected accomplishments.
- Submitting two electronic evaluations (provided by the university) on the student.
- Providing at least 200 hours of on-the-job, business related, work experience.

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 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.
- If a student elects to earn academic credit, they will begin the paperwork through the university. The university determines if the internship is worthy of academic credit.
- 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 513-745-4335.
HOW LONG ARE INTERN SESSIONS?

Intern assignments last between 12-16 weeks and typically correspond to Xavier’s academic semesters. However, companies 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 are limited to no more than 20 hours/week when taking classes full time (average is 12-20 hours/week). Students serving a full time internship will work 30 or more hours per week, then resume their normal coursework the following semester.

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 internship company’s discretion, but they will only earn academic credit for one internship. Also, unpaid intern “volunteers” (non-profits only) are limited to 20 hours per week.

HOW DO I HIRE XAVIER STUDENTS?

Please review the Xavier University Job Posting Policy for details on advertising internships to our students.

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.
- If the student elects to earn academic credit:
  - The student will complete the necessary paperwork 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 internship guide which outlines your duties as an internship company supervisor.

WHO DO I CONTACT WITH QUESTIONS?

Sarah Brinker-Good
Internship Program Coordinator-Williams College of Business

513 745-4335 (p)
513 745-3455 (f)
brinkergoods@xavier.edu

AVERAGE HOURLY RATES 2010

<table>
<thead>
<tr>
<th>Category</th>
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