



MBA INTERNSHIP COURSE DIRECTIONS

To receive academic credit:

1. Secure an internship which allows for 200 hours of on-the-job experience within the academic semester and pays at least minimum wage* (*only non-profits may offer unpaid internships)
2. Have completed or be in progress of **18 hours of 600 level MBA coursework**, have a **3.00 cumulative GPA** or higher and be in at least your **2nd semester at Xavier**.
3. Have maintained **full time status** (9 or more credit hours per semester) for the majority of the MBA program.
4. Job duties are **unrelated** to a past or current position regardless of whether the internship is with a current or prior employer.
5. **Meet with Jennifer Bush (Assistant Dean, MBA Programs) to confirm eligibility for credit.**
6. Give your internship supervisor a copy of the "Internship Company Guide" (page 4)
7. **Complete sections I-IV of the internship agreement form** (pages 5 & 6) on your own or with your internship supervisor
8. Under section IV, **sign under "Xavier Student Signature"**
9. Under section IV, **your supervisor must sign under "Internship Company Supervisor Signature"**
10. **Schedule a face to face meeting with your internship professor** (see chart on page 2) to discuss your job and to review Sections I-IV of the internship agreement form
11. **Obtain a copy of the course syllabus from your professor** (this outlines your academic project which is **50% of your grade**)
12. Under section V, **your professor must sign under "Internship Professor Signature"**
13. Upon completion of Sections I-V (including signatures), turn in the internship agreement form (pages 5 & 6 only) to **Ann Schmidt, WCB Advisor**, by the **3rd Friday of the semester** in which you would be earning credit
14. The WCB will send the add request to the Registrar's office to enroll you into the **3 credit hour** internship course. Expect to be registered within 1-3 business days upon turning in your forms. **All academic and/or Bursar holds must be removed prior to course registration.**

ARE THERE ANY OTHER STIPULATIONS I SHOULD KNOW?

- You must accumulate **at least 200 hours of on-the-job experience** to receive academic credit.
- 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 summer semester. **No retro-active internships are permitted.**
- An MBA Internship course counts as an elective in the **general concentration only**.
- Students with an F1 visa must work in conjunction with the Center for International Education ensuring proper INS procedures.

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; will stay in communication with your employer; will evaluate your performance; and will assign you a grade at the conclusion of the internship. The internship professors are listed in the below table.

ARE THERE ANY FEES ASSOCIATED WITH THE INTERNSHIP COURSE?

A course fee of \$250 will be applied to your bursar bill. This cannot be waived.

As with any other MBA course, you will be charged for 3 credit hours of MBA tuition.

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 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. **The due date(s) for your academic project is determined by the professor and is indicated on the course syllabus.**
- **50% mid-term and final evaluation** from your employer. These evaluations are sent by the Academic Advisor and are completed electronically by your supervisor. The Academic Advisor will collect and compile these evaluations and forward them to your professor.

INTERNSHIP PROFESSORS

| Department | Internship Professor | Office | Phone | Fax | Email | ML |
|--------------------------------|-------------------------|---------|----------|----------|-------------------------|------|
| Accountancy | Dr. Sandra Richtermeyer | 234 SMH | 745-3654 | 745-4383 | richtermeyer@xavier.edu | 1213 |
| Economics | Dr. Steve Cobb | 323 SMH | 745-3053 | 745-3692 | cobb@xavier.edu | 1212 |
| Finance | Ms. Kimberly Renners | 225 SMH | 745-3217 | 745-4383 | rennersk@xavier.edu | 1213 |
| Management Information Systems | Dr. Adekunle Okunoye | 207 SMH | 745-3052 | 745-3692 | Okunoye@xavier.edu | 1215 |
| Management | Dr. Daewoo Park | 330 SMH | 745-2028 | 745-3692 | parkd@xavier.edu | 1215 |
| Marketing | Dr. Bob Ahuja | 305 SMH | 745-2935 | 745-3692 | ahuja@xavier.edu | 1214 |

CONTACT (FOR ADDITIONAL QUESTIONS)

Jennifer Bush | Assistant Dean, MBA Programs

120B Smith Hall ~ (P) 513-745-3527 ~ (F) 513-745-2929 ~ bush@xavier.edu





XAVIER UNIVERSITY
WILLIAMS COLLEGE
OF BUSINESS

STUDENT INTERN GUIDE

The WCB's Internship Program strives to provide business students with a forum for the meeting of classroom theory and business reality. The internship experience is designed to facilitate this goal and to benefit both intern and internship company. To assure achievement of these goals, the following items need to be understood.

STUDENT RESPONSIBILITIES

As an intern, you are expected to perform and meet the same levels of quality, service, loyalty, and corporate policy as your fellow co-workers for the duration of the internship. In addition to adhering to your company's policies and procedures, you are also expected to:

- Exhibit appropriate professional dress and appearance in compliance with your company's policy.
- Comply with normal standards of production and behavior, especially in manners of ethics and professionalism - per Xavier University's Student Handbook, Code of Student Conduct, Section 13 - as a representative of the University.
- Observe company holidays; **not** Xavier University holidays.
- Remain with your employer until a minimum of 200 hours have been completed.
- Ask for additional responsibilities, new challenges and/or business problems to motivate new insights and methodologies, as needed.
- Check your Xavier email and voice mail **daily** for communication from Xavier University, your Internship Professor and/or the WCB Advisor (Ann Schmidt). Respond as requested.
- Prepare an academic project at the conclusion your internship; this is 50% of your grade. Make certain you understand the expectations and requirements, as assigned by your Internship Professor and delineated in Section V of the Internship Agreement Form and in the internship course syllabus. Furthermore:
 1. The academic project's due date is determined by your Professor and is indicated on the course syllabus.
 2. If you fail to submit your academic project on time, you will automatically receive a grade of "I". On the 15th day of the next semester, any "I" is automatically rolled into an "F", per Xavier Registrar policy.
- Submit a course evaluation form. You will be notified via email at the end of the semester with directions.
- Contact your Internship Professor for advice and technical guidance regarding business application questions.
- Agree to pay a \$250 internship course fee and 3 hours of MBA tuition. This fee & tuition charge will be billed to your Bursar account upon registration for the course.
- Understand that this internship is not a condition of employment and that it does not qualify you for unemployment benefits upon the completion of the internship.
- Carry personal comprehensive health insurance coverage.
- Acknowledge that any loss, damage or injury which may result from participating in this internship, is the responsibility of yourself and that Xavier University, its employees and your employer will be held harmless from any liability for injury sustained while engaged in any activity associated with this internship.

If you have any questions or concerns, do not hesitate to contact Ms. Jennifer Bush, at (513) 745-3527 or bush@xavier.edu.



INTERNSHIP COMPANY GUIDE

The WCB's Internship Program strives to provide business students with a forum for the meeting of classroom theory and business reality. The internship experience is designed to facilitate this goal and to benefit the intern and internship company.

STUDENT EXPECTATIONS

The Xavier University internship student you hire will be under your direction for the duration of the internship period. They are expected to meet the same levels of quality, service, loyalty and corporate policy as your employees. They are required to comply with various Xavier expectations as stated in the "Student Intern Guide." The intern must:

- Comply with your corporate policy on professional dress, appearance and conduct.
- Observe company holidays, **not** Xavier University holidays.
- Comply with any other corporate standards of employment, including operation procedures and professional behavior.
- Remain with you until **at least 200 hours** has been accomplished. If the intern is agreeable, they can continue working for you indefinitely.

COMPANY EXPECTATIONS

Xavier asks that you treat your intern with the same care and respect as any employee. You, as the internship company, are expected to:

- Establish and communicate the details of the intern's title, job duties, responsibilities, hours and salary via Xavier's Internship Agreement Form.
- Assume responsibility for direct supervision of the intern. A qualified employee should be appointed as the intern's direct supervisor. The ideal supervisor will not only understand the objectives of the program and have the time, energy and interest to devote to the intern, but will also see their role as a mentor.
- Provide adequate new employee orientation and training, as well as any necessary equipment, supplies and work space.
- Integrate the intern as a team member of the company. Interns should be invited and encouraged to attend staff meetings, professional society meetings and company events.
- Plan the intern's work assignments to relate to his/her major field of study and/or career interest (as outlined in the "Learning Objectives" section of the Internship Agreement Form), as well to involve meaningful, varied and productive work.
- Offer the intern additional responsibilities and increasingly complicated work assignments to stimulate thought and creativity. Introduce new challenges and business problems to motivate new insights and methodologies.
- Influence and shape the intern's attitude, judgment and work habits using frequent and informal feedback, company performance appraisals, and Xavier's two electronic evaluations (see next item).
- Submit an online mid-term and final evaluation about the intern's performance. *The timing of the mid-term and final evaluations coincides with Xavier's academic semester*, not necessarily with the intern's time with your company. Xavier will notify you via email with instructions for the completion of this document.
- Consult with the Internship Professor or MBA Advisor as appropriate about any issues or concerns that may arise over the course of the internship period.
- Hold Xavier University and its employees harmless for any injury, damage or loss the intern may cause to the company worksite, its employees or property. Additionally, Xavier University provides no Worker's Compensation or personal liability coverage for the student.

For further inquiries, contact Ms. Jennifer Bush, Assistant Dean, MBA Programs, at (513) 745-3527 or bush@xavier.edu.



XAVIER UNIVERSITY
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MBA INTERNSHIP AGREEMENT FORM

Upon registration for the course, your Bursar account will be charged a **\$250 course fee** AND **3 credit hours of MBA tuition**.

I STUDENT INFORMATION (COMPLETED BY STUDENT)

Xavier Student ID Number: 0 0 0 _____

First Name: _____ M.I. _____ Last Name: _____

Xavier Email: _____@xavier.edu *(correspondences will only be sent to **Xavier** email)*

Telephone: (____) _____ - _____ Expected Graduation (MM/YYYY): _____

MBA Concentration (if applicable): _____ Current GPA: ____ . ____

Estimated **Start Date** (MM/DD/YYYY): _____ Estimated **End Date** (MM/DD/YYYY): _____

Pay Rate¹: \$ _____ /hour Estimated Hours Per Week²: _____

¹ *If a for-profit company, must be **at least** minimum wage.* ² ***No more than 20 hours per week** if student is taking classes full-time.*

II INTERNSHIP COMPANY INFORMATION (COMPLETED BY STUDENT AND/OR SUPERVISOR)

Supervisor Name: Dr./Mr./Ms. _____

Title: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

III INTERNSHIP DESCRIPTION (COMPLETED BY STUDENT AND/OR SUPERVISOR)

Position/Title: _____

Duties: _____

IV INTERNSHIP -RELATED LEARNING OBJECTIVES (COMPLETED BY STUDENT AND/OR SUPERVISOR)

Identify three business concepts, principals, protocol, or procedures which the student will be learning, practicing and/or exposed to on a regular basis as part of the internship experience.

- 1) _____

- 2) _____

- 3) _____

I have read and understand the WCB "Student Intern Guide." I will fulfill and honor my obligations as stated in the guide, as well as to conduct myself in an ethical manner, per the Xavier University Student Handbook, Code of Student Conduct, as a representative of the University. I will complete my job responsibilities, learning objectives and academic requirements, as stated in Sections III, IV and V.

Xavier Student Signature: _____ Date

I have read and understand the WCB "Internship Company Guide." I will fulfill and honor my obligations and responsibilities, as stated in the guide, as well as to assign the intern with at least 200 hours of work that supports the spirit and purpose of the three learning objectives stated above.

Internship Company Supervisor Signature: _____ Date

V METHODS OF EVALUATION (COMPLETED BY WCB INTERNSHIP PROFESSOR)

I have read and understand the "Internship Faculty Guide." I will fulfill my obligations and responsibilities, as stated in the guide, as well as to assist and consult with the intern and company supervisor as needed to insure a substantive and effective learning experience.

Internship Professor Signature: _____ Date

VI COURSE ELIGIBILITY (COMPLETED BY MBA ACADEMIC ADVISOR)

I hereby certify that the above student meets all eligibility requirements to seek academic credit for an MBA level internship course and understands this course satisfies an elective in the **general** MBA concentration:

MBA Academic Advisor Signature: _____ Date

VII COURSE REGISTRATION (COMPLETED BY WCB INTERNSHIP DEPARTMENT)

Return pages 5 & 6 to **Ann Schmidt** (120A Smith Hall) or email schmidta8@xavier.edu or fax (513-745-3455).

Date forms received (office use only): _____