UNDERGRADUATE INTERNSHIP COURSE DIRECTIONS

The WCB’s Internship Program strives to provide business students with a forum for the meeting of classroom theory and business reality.

To receive academic credit

- 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).
- Be at least junior status (55 credit hours) and have a 2.75 GPA or higher.
- Read pages 2-4 of this form
- Give your internship supervisor a copy of the “Internship Company Guide” (page 4)
- Complete sections 1-4 of the internship agreement form (pages 5 & 6) on your own or with your internship supervisor
- Under section 4, sign under “Xavier Student Signature”
- Under section 4, your supervisor must sign under “Internship Company Supervisor Signature”
- Schedule a face to face meeting with your internship professor (see chart on page 2) to discuss your job and to review Sections 1-4.
- Obtain a copy of the course syllabus from your professor (which outlines your academic project and due dates-50% of your grade).
- Under section 5, your professor must sign under “Internship Professor Signature”.
- Upon completion of Sections 1-5 (including signatures), turn in the internship agreement form (pages 5 & 6 only) to Ann Schmidt, WCB Academic Advisor, by the 3rd Friday of the semester in which you would be earning credit.
- The WCB office will send the add request to the Registrar’s office to enroll you into the internship course. Expect to be registered within 1-3 business days upon turning in your forms.

(Continued on next page)
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 summer 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; 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 for any internship course (regardless of which semester the course is taken). This fee cannot be waived.

For fall and spring semesters, **no additional tuition is charged as long as you are a full time student** (12-18 credit hours). If you go over 18 hours with the addition of the internship course, extra tuition costs will apply. If you are a part time student, **part time tuition charges** will apply. For summer semester, **no tuition is charged**, regardless of student full-time/part-time 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. It is weighted and based on:

- **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 WCB and are completed electronically by your supervisor and then forwarded to your professor.

INTERNSHIP PROFESSORS

<table>
<thead>
<tr>
<th>Major</th>
<th>Internship Professor</th>
<th>Office</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>ML</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Dr. Sandra Richtermeyer</td>
<td>234 SMH</td>
<td>745-3654</td>
<td>745-4383</td>
<td><a href="mailto:richtermeyer@xavier.edu">richtermeyer@xavier.edu</a></td>
<td>1211</td>
</tr>
<tr>
<td>Economics</td>
<td>Dr. Steve Cobb</td>
<td>323 SMH</td>
<td>745-3053</td>
<td>745-3692</td>
<td><a href="mailto:cobb@xavier.edu">cobb@xavier.edu</a></td>
<td>1212</td>
</tr>
<tr>
<td>Entrepreneurial Studies</td>
<td>Dr. Ravi Chinta</td>
<td>337 SMH</td>
<td>745-3796</td>
<td>745-3692</td>
<td><a href="mailto:chintar@xavier.edu">chintar@xavier.edu</a></td>
<td>1215</td>
</tr>
<tr>
<td>Finance</td>
<td>Dr. J. Richard Hirte</td>
<td>227 SMH</td>
<td>745-3726</td>
<td>745-4383</td>
<td><a href="mailto:hirtej@xavier.edu">hirtej@xavier.edu</a></td>
<td>1213</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>Dr. Mark Sena</td>
<td>203 SMH</td>
<td>745-3296</td>
<td>745-3692</td>
<td><a href="mailto:sena@xavier.edu">sena@xavier.edu</a></td>
<td>1217</td>
</tr>
<tr>
<td>International Business</td>
<td>Dr. Hasan Faruq</td>
<td>322 SMH</td>
<td>745-3054</td>
<td>745-3692</td>
<td><a href="mailto:faruqh@xavier.edu">faruqh@xavier.edu</a></td>
<td>1212</td>
</tr>
<tr>
<td>Management</td>
<td>Dr. Daewoo Park</td>
<td>330 SMH</td>
<td>745-2028</td>
<td>745-3692</td>
<td><a href="mailto:parkd@xavier.edu">parkd@xavier.edu</a></td>
<td>1215</td>
</tr>
<tr>
<td>Marketing</td>
<td>Dr. Bob Ahuja</td>
<td>305 SMH</td>
<td>745-2935</td>
<td>745-3692</td>
<td><a href="mailto:ahuja@xavier.edu">ahuja@xavier.edu</a></td>
<td>1214</td>
</tr>
<tr>
<td>Strategic H.R. Management</td>
<td>Dr. Tamara Giluk</td>
<td>338 SMH</td>
<td>745-3144</td>
<td>745-3692</td>
<td><a href="mailto:gilukt@xavier.edu">gilukt@xavier.edu</a></td>
<td>1215</td>
</tr>
</tbody>
</table>

CONTACT (FOR ADDITIONAL QUESTIONS)

Ann Schmidt | Academic Advisor
120A Smith Hall ~ (P) 513-745-3037 ~ (F) 513-745-3455 ~ schmidtta8@xavier.edu
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, students must adhere to the following:

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 to the Williams College of Business. You will be notified via email with directions.
- Contact your Internship Professor for advice and technical guidance regarding business application questions.
- Agree to pay a $250 internship course fee. This fee 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. Ann Schmidt, Academic Advisor, at (513) 745-3037 or schmidtta8@xavier.edu.
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 Advisor (Ann Schmidt) 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.

If you have any questions or concerns, do not hesitate to contact Ms. Ann Schmidt, Academic Advisor, at (513) 745-3037 or schmidta8@xavier.edu.
UNDERGRADUATE INTERNSHIP AGREEMENT FORM

This form is due to Ann Schmidt, no later than 5:00 PM on the third Friday of the semester in which the internship is being served. Your Bursar account will be charged a $250 course fee upon registration of the course.

Business internship courses count as a general business elective for all business majors. If you are a double business major or have a business minor, consult with your academic advisor regarding how/if credit would apply to your BSBA degree.

1. STUDENT INFORMATION (COMPLETED BY STUDENT)

Xavier Student ID Number: 000000000
First Name: ____________________ M.I. ______ Last Name: ____________________
Xavier Email: ___________________________@xavier.edu (all correspondence will be sent to Xavier email address only)
Cell / Local Telephone: (___  ___  ___)   ___  ___  ___ -  ___  ___  ___  ___
Expected Graduation (MM/YYYY): ___ / ___ ___ ___ ___ ___
Major(s): ____________________ Minor(s): ____________________ 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

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

Supervisor Name: Dr./Mr./Ms. __________________________________________________________
Title: _____________________________________________________________________________
Company Name: ____________________________________________________________________
Address: __________________________________________________________________________
City/State/Zip: ______________________________________________________________________
Telephone: __________________________ Fax: ____________________________________________
Email: ____________________________________________________________

3. INTERNSHIP DESCRIPTION (COMPLETED BY STUDENT AND/OR SUPERVISOR)

Position/Title: ____________________________________________________________________
Duties: ___________________________________________________________________________
_________________________________________________________________________________
4. **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**

**Internship Company Supervisor Signature:** ________________________________  **Date**

5. **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**

6. **COURSE REGISTRATION** *(COMPLETED BY WCB INTERNSHIP DEPARTMENT)*

Upon completion of sections 1-5, including signatures, turn pages 5 & 6 into Ann Schmidt’s office located at 120A Smith Hall or scan/email to schmidtta8@xavier.edu or fax to 513-745-3455.

***Business internship courses count as a **general business elective** for all business majors. If you are a double business major or have a business minor, consult with your academic advisor regarding how/if credit would apply to your BSBA degree.***