



XAVIER UNIVERSITY  
WILLIAMS COLLEGE  
OF BUSINESS

## 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 all pages of this form
- Give your internship supervisor a copy of the "Internship Company Guide" (page 5)
- Complete sections 1-4 of the internship agreement form (pages 6 & 7) 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 3) 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". **We cannot accept any internship forms without all required signatures.**
- Upon completion of Sections 1-5 (including signatures), turn in the internship agreement form (pages 6 & 7 only) to **Ann Schmidt**, WCB Undergraduate Assistant Director, by the **3<sup>rd</sup> 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.**

## **THE COMPANY DOESN'T WANT TO PAY ME BECAUSE I AM EARNING ACADEMIC CREDIT. IS THIS PERMITTED?**

No unpaid internships are accepted for academic credit. The WCB is required to follow the laws set by the US Department of Labor, so therefore, we cannot grant credit for students who work for no pay.

## **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 table on page 3.**

## **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 already 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.

## **WILL THE INTERNSHIP COURSE COUNT WITHIN MY MAJOR?**

In most cases, the answer is no. The internship course counts **ONLY** as an upper business elective within the WCB curriculum for most majors. The exceptions to this are SHRM, IB, ECON and ENTRE, in which the internship course counts directly into the major requirements. Please talk with your internship professor about how this course factors in to your degree.

## **WHAT ELSE IS EXPECTED OF ME?**

At the end of each semester, we send evaluations out via email to all students earning internships for credit. It is expected that you will fill that out and respond. The WCB relies heavily on that feedback in order to continue making the internship program stronger.

## 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

Major	Internship Professor	Office	Phone	Fax	Email	ML
Accounting	Dr. David Randolph	237 SMH	745-1088	745-4383	randolphd1@xavier.edu	1211
Economics	Dr. Bree Lang	341 SMH	745-2939	745-3692	langb1@xavier.edu	1212
Entrepreneurial Studies	Dr. Rashmi Assudani	334 SMH	745-1082	745-3692	assudanir@xavier.edu	1215
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
International Business	Dr. Hasan Faruq	322 SMH	745-3054	745-3692	faruqh@xavier.edu	1212
Management	Dr. Daewoo Park	330 SMH	745-2028	745-3692	parkd@xavier.edu	1215
Marketing	Dr. Kate Loveland	224 SMH	745-3251	745-3692	lovelandk@xavier.edu	1214
Strategic H.R. Management	Dr. Tamara Giluk	338 SMH	745-3144	745-3692	gilukt@xavier.edu	1215
Sustainability	Dr. Nancy Bertaux	324 SMH	745-2930	745-3692	bertaux@xavier.edu	1212



XAVIER UNIVERSITY  
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# 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 Assistant Director (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 15<sup>th</sup> 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, WCB Undergraduate Assistant Director, at (513) 745-3131 or [schmidta8@xavier.edu](mailto:schmidta8@xavier.edu).



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## 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. Xavier interns must be paid at least minimum wage in order to receive academic credit.
- 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, WCB Undergraduate Assistant Director, at (513) 745-3131 or [schmidta8@xavier.edu](mailto:schmidta8@xavier.edu).



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# UNDERGRADUATE INTERNSHIP AGREEMENT CONTRACT

Please initial next to the following statements:

\_\_\_\_\_ I understand that it is my responsibility to turn this form in to Ann Schmidt, no later than **4:00 PM on the third Friday of the semester in which the internship is being served**. I understand that if this step is not done, I will not be registered for the class. I understand that NO retroactive internships and/or late registration are permitted.

\_\_\_\_\_ I understand that my Bursar account will be charged a **\$250** course fee upon registration of the course.

\_\_\_\_\_ I understand that in most cases, business internship courses count as an **upper business elective only** for all business majors (SHRM, ENTR, ECON & IB may be an exception.) I will consult with my academic advisor to find out how the internship course fits into my degree.

\_\_\_\_\_ I understand that as an intern, I am an ambassador of Xavier University and agree to represent Xavier to the best of my ability at all times.

## 1. STUDENT INFORMATION (COMPLETED BY STUDENT)

Xavier Student ID Number:   0     0     0   \_\_\_\_\_

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 Rate<sup>1</sup>: \$ \_\_\_\_ . \_\_\_\_ /hour Estimated Hours Per Week<sup>2</sup>: \_\_\_\_\_

<sup>1</sup> If a for-profit company, must be **at least** minimum wage.      <sup>2</sup> **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:** \_\_\_\_\_

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:** \_\_\_\_\_

**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 6 & 7 into Ann Schmidt's office located at 120A Smith Hall or scan/email to [schmidta8@xavier.edu](mailto:schmidta8@xavier.edu) or fax to 513-745-3455.

Business internship courses count as an **upper business elective** for all business majors (SHRM, ENTR, ECON & IB may be an exception). Please consult with your academic advisor regarding how/if credit would apply to your degree.