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**B.I. Moody III College of  
Business Administration**

*Employer Internship Manual*

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# **B.I. Moody III College of Business Administration**

## **Internship Program Policies and Procedures: EMPLOYER**

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**Internship Program Mission Statement:** The mission of the B.I. Moody III College of Business Administration's Internship Program is to provide undergraduate and graduate students an opportunity to integrate theoretical knowledge gained in the classroom with practical job experience in preparation for postgraduate employment.

**Duration of Internship:** Students may undertake internships during the academic year or during the summer. During the internship, the student is required to work at least 150 hours (or at least 240 hours for Professional Land and Resource Management majors) which complements and reinforces what the student has learned in the classroom.

### **Benefits to the Organization**

- Cost effective way to fill short-term needs without long-term commitment (temporary or seasonal positions).
- Cost effective way to recruit and evaluate potential employees.
- Permanent staff freed up for more important/creative assignments.
- Management experience for employee that supervises the intern.
- Maintain constant source of fresh ideas and insights into your organization.
- Benefit from cutting edge technology, perspectives, and relevant skills currently being learned in the classroom.
- Satisfaction of training and developing the next generation of workers.
- Develop partnership with Moody College of Business.
- Contribute to education.

### **Developing an Internship Program for your Company**

#### 1. Set Goals

Set goals and structure the internship ahead of time to ensure a positive internship experience. As part of the educational process, internship work activities should focus on tasks/projects specifically related to the student's major or minor area of study.

#### 2. Devise a Plan

- a) Prepare a job description that clearly explains the job's duties.
  - Describe challenging, but realistic tasks the student can accomplish within a given semester.
  - Develop job-related assignments the intern can work on from start to finish.

- b) Identify a workspace for the intern.
  - c) Consider the requirements you want an intern to meet. This will help you in finding the best candidates for your position.
  - d) Assign the student to a supervisor/mentor who is knowledgeable and experienced in the area in which the intern is appointed.
  - e) Determine how much you will pay the intern depending on the nature of the job, its impact on the company, and the level of experience the student has in this area.
3. Recruit an Intern(s)
- a) Post your position to [HandShake](#). More information on HandShake & job posting may be found [here](#).
  - b) Send notice that the job has been posted to the Internship Program Office at [internship@louisiana.edu](mailto:internship@louisiana.edu).
  - c) Participate in the VIRTUAL & In-Person (as allowed) Internship & Career Fair (Find more information by emailing [career@louisiana.edu](mailto:career@louisiana.edu) or visiting [the Career Services website](#)).
    - o Internship & Career Fair held every Fall and Spring semester.
  - d) Conduct Interviews
4. Manage the Intern
- a) Orientate the Student Intern to the company's structure and operations, along with the company's policies and procedures regarding all aspects of the job.
  - b) Provide resources necessary to accomplish job objectives.
  - c) Assign and supervise tasks and responsibilities consistent with the student's role in the company.
  - d) Allow the student to attend and participate in key business activities (e.g. conferences, board meetings) with their work supervisor.
  - e) Evaluate progress on some regular basis (e.g., weekly) and give them lots of feedback. Make suggestions and recommendations for improvement. It is important to provide them with guidance and direction as much as necessary.
  - f) Provide opportunities for increasing responsibility.
  - g) Maintain complete records and reports on each student's performance and provide evaluations of the student as required on forms furnished by the Moody College of Business Administration's Internship Program.

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The above section was adapted from *Starting and Maintaining a Quality Internship Program* by Michael True, available at : <http://www.internqube.com/articles.html>.

## Formal Evaluations

In addition to regularly scheduled meetings with the intern to review their performance, a more formal evaluation process occurs at the end-of the internship. At that time, the mentor/supervisor submits the Work Supervisor Evaluation of Student form directly to the Internship Program Office (please see Appendix A). This evaluation should reflect: (1) the intern's progress toward the goals and learning objectives stated in his/her internship proposal; (2) the intern's ability to function as a contributing member of the host organization; and (3) the intern's personal and professional growth during the semester. This evaluation becomes part of the student's permanent record. The supervisor's evaluation provides substantive and valuable information and is included as part of the student's final grade for the course.

Please note that student interns complete a standard evaluation instrument. Interns are also required to submit the Student Evaluation of Employer form. This evaluation becomes part of the student's permanent record (please see Appendix B).

## Compensation

The MCOBA Internship Program strongly encourages employers to compensate student interns. A salary of at least minimum wage is recommended. However, it is understood that there are established internships that provide stipends or other remuneration. These are likely acceptable and will be reviewed on a case by case basis. If monetary compensation is not possible, the organization may consider providing room and/or board, and/or vehicle mileage, and/or payment to workshops, seminars, and conferences. It is also understood that nonprofit organizations offering valuable internship experiences may not be able to offer compensation due to budgetary constraints.

Importantly, all internships must offer a legitimate learning experience. This experience must primarily benefit the student. Please visit the National Association of Colleges and Employers (NACE) website for further information regarding the legal issues pertaining to internships, including information on compensation of student interns.

The United States Court of Appeals for the Second Circuit: Most recent ruling regarding compensation for interns.

<http://www.naceweb.org/internships/legal-ruling-unpaid-internships-learning-experience.aspx>

Position Statement: U.S. Internships---A Definition and Criteria to Assess Opportunities And Determine the Implications for Compensation

<http://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx#sthash.YrlSzFBD.dpuf>

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The above section was adapted, in part, from the California State University, Fresno Internship Manual, available at

<http://www.fresnostate.edu/chhs/recreation/documents/InternshipManualFinal2014-2015-1.pdf>

## **International Students as Interns**

Curricular Practical Training (CPT) authorization is available to F-1 students who would like to take part in off-campus internships relating to their degree programs. The internship must either be required by the student's degree program or the student must receive course credit for the internship. The internship may be either full time (over 20 hours per week) or part time (20 hours per week or less). Please note that an internship is defined as supervised employment of limited duration, with education and experience being its primary function. Full-time, continuous, benefits-eligible employment is not appropriate for an internship. As an international student on a student visa, an intern is required to submit paperwork to receive work authorization from the Office of International Affairs.

If you have any questions or concerns regarding the hiring of an international student as an intern, please contact, Dr. Gabriel A. Carranza, Executive Director of the Global Engagement [Gabriel@louisiana.edu](mailto:Gabriel@louisiana.edu); (337) 482-6819 (Telephone); (337) 4826820 (Fax); <http://oia.louisiana.edu/>

## **Site Inspections**

The Business, shall, on reasonable oral or written request, permit the inspection of its facilities, services available for practice experience, student record, and such items pertaining to the Internship Program by the University, or agencies, or by both, charged with the responsibility for accreditation of the academic program.

## **Confidentiality**

As confidentiality issues related to any organization are of the utmost importance, students are required to sign the following agreement prior to beginning an internship.

*I understand that it is my responsibility to safeguard any information that I acquire through this placement that may be confidential by not revealing the identities of individuals, personal or sensitive information, except in written projects submitted as part of my internship experience. My internship is a privilege and a breach in confidentiality may lead to dismissal from the internship program. I have read the Confidentiality Statement and agree to its conditions.*

## **Procedures for Resolving Problems**

*In this process, it is most important that open communication be maintained. The mentor/ supervisor and student intern share responsibility for identifying and dealing with problems as soon as they become evident.*

1. The student intern and work supervisor attempt to resolve the problem together. If this is not successful, they inform each other of their intention to seek additional help.
2. The student intern and work supervisor should contact the faculty advisor to discuss the problem.
3. Summary documentation should be maintained at each level of involvement in the problem-solving process.

If a student intern's grade is the source of the problem, the student intern must follow the University of Louisiana at Lafayette's "[Grade Appeal Process](#)."

## **Guidelines for Student Dismissal from an Internship**

*A student may be removed from an internship by their faculty advisor or work supervisor for any of the following reasons:*

1. Unsatisfactory performance
2. Poor attendance
3. Failure to honor the learning contract
4. Unethical, inappropriate or threatening behavior
5. Disruptive or insubordinate behavior
6. Violation of confidentiality
7. Violation of the [University's Drug/Alcohol Policy](#)

The Business may request the University to withdraw any student from its facilities whose personal characteristics or performance prevent desirable relationships with the Business.

Documentation is maintained by the work supervisor and the faculty advisor. Depending on the seriousness of the problem, every effort is to be made to involve the student in a corrective action plan. Should such efforts fail or the student's behavior require immediate intervention, the faculty advisor will confer with the work supervisor to discuss termination. If the student wishes to appeal the decision, he/she must follow the university grievance process which is found in the University of Louisiana at Lafayette's [Code of Student Conduct and Appeal Procedures](#) —Section 18: Appeals Procedure.

## **Guidelines for Early Termination of Internship**

*Requests by Employer:*

1. The faculty advisor must be notified immediately by the work supervisor if an issue develops that jeopardizes the student intern's continued placement.
2. A conference between the faculty advisor, student intern, and work supervisor will be held in attempt to resolve the problem/issue. If placement is jeopardized because of student intern behavior, the faculty advisor will facilitate the process of developing specific behavioral expectations the student intern must meet if the placement is to be continued. A 2-3 week period of time will be specified during which the student intern must meet the expectations.
3. A second conference between the faculty advisor, student intern, and work supervisor will be held. The plans in the previous conference will be evaluated. If the student intern has not met the expectations, a new plan may be formulated or the placement may be terminated.

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The above four sections were adapted from Hagerstown College, Internship Program, available at: <http://www.hagerstowncc.edu/search/site/internships>

## Contact Information

If you have any questions, or would like to talk to someone about establishing or further developing an internship program within your organization, you may contact:

**Gabrielle Constant**

Internship Coordinator

(MX 204, 337-482-5836)

[Internship@louisiana.edu](mailto:Internship@louisiana.edu)

**Dr. Brandi Guidry Hollier**

Internship Director

(MX 256, 337-482-6211)

[bng8618@louisiana.edu](mailto:bng8618@louisiana.edu)



Appendix A: Work Supervisor Evaluation of Student Intern

**Work Supervisor Evaluation of Student Intern**  
**B. I. Moody III College of Business Administration**  
*Internship Program*  
**University of Louisiana at Lafayette**

\*\*Not to be completed until end of internship\*\*

Work Supervisor's Name \_\_\_\_\_ Work Telephone \_\_\_\_\_  
 Organization \_\_\_\_\_ Work E-mail \_\_\_\_\_  
 Position \_\_\_\_\_

Student Intern's Name \_\_\_\_\_ Semester/Term \_\_\_\_\_

**Instructions:** The intern's work supervisor is requested to evaluate the student on the following criteria:

	Excellent	Very Good	Average	Poor	Very Poor
<b>Ability to work well with others</b>	_____	_____	_____	_____	_____
<b>Quality of work</b>	_____	_____	_____	_____	_____
<b>Attitude toward work</b>	_____	_____	_____	_____	_____
<b>Dependability</b>	_____	_____	_____	_____	_____
<b>Ability to learn</b>	_____	_____	_____	_____	_____
<b>Intern's benefit from program</b>	_____	_____	_____	_____	_____

Decision-making ability \_\_\_\_\_

Ability to apply academic training \_\_\_\_\_

Overall Performance \_\_\_\_\_

Attendance: \_\_\_\_ Regular \_\_\_\_ Irregular

Punctuality: \_\_\_\_ Regular \_\_\_\_ Irregular

Recommended Grade: \_\_\_\_\_

What traits may help or hinder the student’s career advancement?

\_\_\_\_\_

Additional Remarks (Use back of page if necessary):

\_\_\_\_\_

SUPERVISOR’S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**\*\*SUPERVISOR MUST SUBMIT PAGE DIRECTLY TO THE INTERNSHIP OFFICE VIA EMAIL AT [internship@louisiana.edu](mailto:internship@louisiana.edu) \*\*\***

Appendix B: Student Evaluation of Employer

**Student Evaluation Employer**  
**B. I. Moody III College of Business Administration**  
*Internship Program*  
**University of Louisiana at Lafayette**

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Student's name:

Company name:

Semester of internship:

This evaluation form pertains to the work experience component of your internship. It will not be shown to your internship employer. It is for the use of the Moody College of Business Administration Internship Program and your department.

Please rate how well the internship contributed to your personal and professional development on the following dimensions using a 1 to 5 scale, where 1 means the internship did not contribute at all to your development on this dimension and 5 means the internship contributed a great deal to your development on this dimension.

How well did the on the job experience in the internship contribute to your:

	Did Not			Contributed	
	Contribute			A Great Deal	
	At All				
Professional development:	1	2	3	4	5
Verbal communication skills	1	2	3	4	5
Written communication skills	1	2	3	4	5
Visual/presentation skills	1	2	3	4	5
Technical skills	1	2	3	4	5
Interpersonal skills	1	2	3	4	5
Organizational skills/responsibility	1	2	3	4	5

Ability to make additional career

decisions 1 2 3 4 5

Understanding of your major field 1 2 3 4 5

Comments:

How much do you agree or disagree with each of the following statements?

	Strongly Disagree				Strongly Agree
My supervisor strove to enhance my learning experience.	1	2	3	4	5
My supervisor was conscious of my needs as an intern.	1	2	3	4	5
My supervisor ensured that I had adequate direction for my work.	1	2	3	4	5
I was given an adequate amount of responsibility	1	2	3	4	5
I was given professional level assignments.	1	2	3	4	5
The internship included an adequate training component.	1	2	3	4	5
My coursework prepared me for this employment experience.	1	2	3	4	5

Comments:

Any interesting stories, surprises, or challenges?

What suggestions can you offer for improving the internship experience?

Would you recommend this internship for future students? Why or why not?

Did you receive an offer of full-time employment from your internship employer? If so, did you accept?

**\*\*\*STUDENT MUST SUBMIT EVALUATION DIRECTLY TO THE INTERNSHIP COORDINATOR VIA EMAIL ([internship@louisiana.edu](mailto:internship@louisiana.edu)) NO LATER THAN THE LAST DAY OF CLASSES. \*\*\***