



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

University of Louisiana at Lafayette
Student Internship Manual

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B.I. Moody III College of Business Administration

Internship Program Policies and Procedures: STUDENTS

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 Student:

- Builds resume by providing a record of work experience which can help in securing full-time employment upon graduation.
- Helps develop self-confidence and a professional work ethic.
- Makes practical application of classroom principles and theories.
- Communicating and interacting with professionals in the “world of work.”
- Helps build a network of professional contacts.
- Exposure to real-world scenarios in the workplace.
- Career development and performance management.
- Clarifies career goals through exposure to a variety of career opportunities.
- Return to the university with renewed interest and a new perspective on learning.
- Supplements other college financing.
- Earn academic credit toward graduation

Minimum Student Qualifications, Undergraduate students:

In general, students must be juniors or seniors in upper division, with a cumulative GPA of 2.2 or above before applying for an internship. (Please note that you are required to have a cumulative GPA of 2.0 or higher to register for HMGT 498 or MGMT 475.) Business majors with a business minor may elect to complete an internship in their minor field of study. The appropriate Internship Advisor and the Internship Director must approve the application for the internship. Graduate students, by virtue of admission, already meet the aforementioned requirements, but do need approval from the MBA Director before proceeding with the application. The following is a listing of faculty intern advisors by major:

MAJOR	FACULTY ADVISOR
Accounting	Tracy Bundy MX 311 482-6628 tlbundy@louisiana.edu
Economics, Finance, and Insurance and Risk Management	Anthony Greco MX 344 482-6669 ajg1979@louisiana.edu
Hospitality Management	Becky Dubois MX 354 482-6644 dubois@louisiana.edu
Management	Oliver J. "Buster" LeBlanc, III MX 225 482-6654 ojl1383@louisiana.edu
Marketing	Lucy Henke MX 353 482-6348 henke@louisiana.edu
Petroleum Land Management	Oliver J. "Buster" LeBlanc, III MX 225 482-6654 ojl1383@louisiana.edu
MBA Internships	Bob Viguerie MX 328 482-5882 mbadirector@louisiana.edu

In addition to the general qualifications mentioned above, please note the following course-specific requirements:

- ACCT 398 and 498: "C" or better in ACCT 302
- HMG T 498: HMG T 331, HMG T 351, HMG T 371, MKTG 345, MGMT 320, and ACCT 202 must be completed with a grade of "C" or better in each. This internship must be completed in the last 18 hours of coursework.
- MGMT 475: Must be PLRM major.
- MKTG 398: Completed at least 9 hours of MKTG courses with "C" or better in each

Students may do an internship with the company they are currently working for, but their internship job responsibilities must extend beyond what their current job duties are.

Minimum Student Qualifications, Graduate students:

In general, MBA students must be in good academic standing to apply for an internship. MBA/HCA students are encouraged to complete the required internships in their last two semesters of study.

Applying for an Internship

1. Prepare a resume of prior educational and employment experience in preparation for potential interviews. If you need help with improving your resume, please visit the UL Lafayette Office of Career Services.
2. Students may look on the Moody College of Business Internship Moodle Site to view available positions or actively seek their own internship. Students are encouraged to meet with their faculty advisor and/or visit [UL Lafayette Office of Career Services](#) to obtain help in finding an internship site. Students may do an internship with an organization located outside of the state or country. Such opportunities are reviewed on a case-by-case basis.
3. Once an internship position has been secured, meet with the job site supervisor to obtain a job description and to carefully complete all relevant portions of the Student Internship Application.
4. Read the information in the student internship application carefully (All sections must be filled in. Also, student and employer signatures must be obtained before the student meets with his/her faculty advisor.
5. Meet with your faculty advisor to review and obtain approval of the proposed internship. Faculty advisors must sign the last page of the internship application.
6. Students are encouraged to return the completed STUDENT INTERNSHIP APPLICATION to the Internship Program Office (Moody Hall 204) as soon as possible. This will ensure that if corrections or additions are needed before the application is approved, there will be time to make these changes. The final deadline for submission of the student internship application is within 4 days after the start of classes each Fall and Spring semester and within 2 days in summer semesters. If your internship is approved, the Internship Program Office will enroll you in the course.
7. Throughout the semester, follow the guidelines and requirements established by your internship advisor and work supervisor.
8. As you near the end of your internship in which you are enrolled, complete the student evaluation of employer form and make sure that the employer evaluation of student form has been completed by your site supervisor. Both forms need to be submitted to the Internship Program Office on or before the last day of classes in the semester of which you are enrolled.

Responsibilities of the Student

- The student is responsible for adhering to the administrative policies of the Business.
- The student is responsible for adhering to the proper dress code required by the Business.
- The student is responsible for adhering to company policies governing the observation of confidentiality and the handling of confidential information.
- The student is responsible for assuming personal and professional responsibilities for his/her actions and activities.
- The student is responsible for maintaining professional relationships with the company employees, customers, and so forth.
- The student is responsible for procuring their own transportation to and from work.
- The student is responsible for reporting to the Business punctually and following all established regulations during the regularly scheduled operating hours of the Business.
- The student will not submit for publication any material relating to the internship experience without prior written approval of the Business.
- The student shall hold all privileged information concerning the operation of the Business or its customers in confidence.
- The student shall utilize a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
- The students shall relate and apply knowledge acquired in the academic setting to the business setting.
- The student shall develop self-awareness in regard to attitudes, values, behavior patterns, etc. that influence work.
- The student shall prepare for and utilize conferences and other opportunities of learning afforded in the company.
- The student shall be consistent and punctual in the submission of all work assignments to the Supervisor and the Faculty Advisor.
- The student is responsible for providing the Faculty Advisor with periodic progress reports.

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.

International Students as Interns

In order to be eligible for an internship, otherwise known as Curriculum Practical Training (CPT), please read and follow the information below *carefully*. As an international student on a student visa you will be required to submit paperwork to receive work authorization from the Office of International Affairs.

Office of International Affairs Contact Information:

Rose Honegger, Director
Rxh0237@louisiana.edu
(337) 482-6819 (Telephone)
(337) 4826820 (Fax)
<http://oia.louisiana.edu>

This is a simple process that usually can be completed within 3 business days. Please do the following to apply for CPT:

1. Complete the CPT forms at the following link
<http://oia.louisiana.edu/immigration/working-in-USA/CPTMain.shtml>
2. Provide an original job offer letter. The job offer letter has to follow a certain format as stipulated in the following link: <http://oia.louisiana.edu/immigration/working-in-USA/CPTUndergradAuthorization.shtml>
3. If you are a transfer student, please let the Office of International Affairs know if you have engaged in full-time CPT at your previous institution (full-time CPT refers to employment that is more than 20 hours/week and less than 40 hours/week)
4. Once approved, the Office of International affairs will print an updated SEVIS I20 form for you that will indicate your CPT, the name of your employer and the dates you are authorized to work.

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.

The above three 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 an internship, you may contact:

Courtney Romero
Internship Coordinator
(MX 204, 337-482-5836)
Internship@louisiana.edu

Dr. Brandi N. Guidry Hollier
Internship Director
(MX 256, 337-482-6211)
bng8618@louisiana.edu