ATTN. Students - Please complete this form and return it along with a job description within five (5) working days prior to the start of your internship.

Name: ___________________________________________ XULA ID#: ____________________________

Internship Job Title: _____________________________________________________________

Summer Address: ________________________________________________________________
   (street, apartment #, city, state, and zip code)

Telephone #: (Home) _(_______)________ - ____________ (Work) _(_______)________ - ____________

### Employer’s Information ###

Name of Employer: ________________________________________________________________

Employer Address: _______________________________________________________________

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   (city)   (state)   (zip)

Employer Telephone #: __________________________

Supervisor’s Name: _______________________________________________________________

Supervisor’s Title: ________________________________________________________________

Beginning Date of Internship: __________________________
   (Month)   (Day)   (Year)

Ending Date of Internship: __________________________
   (Month)   (Day)   (Year)

Internship Rate of Pay: $ ____________________ per __________________________
   (Hour)   (Week)   (Month)

____________________________________ / ______________________________________
(Signature)   (Month)   (Day)   (Year)

For Internal Use Only. The student is authorized ____ hour(s) of credit for this course.

_________________________________________________________
Chair’s Signature
INTERNSHIP APPLICATION – SUMMER I & II

**REQUIREMENTS**

1. Completion of approved internship.

2. Completion and submission of mid-term report. Mid-term report should be submitted to the Chair of the Division of Business within two weeks of the semester for which the student is enrolled.

3. Completion and submission of final report. Final report should be submitted to the Chair of the Division of Business prior to the end of the semester for which the student is enrolled. In case the mid-term or the final report or both are not received in time, a letter grade of F will be assigned.

4. Employers/supervisors evaluation should be received prior to the end of the summer session for which the student is enrolled.

**MID-TERM REPORT**

This report should be an overview of the overall industry and specific company in which you are working. For example: if you have secured an internship with Aetna, the paper should concern the insurance industry as a whole and Aetna in particular. The report should be 3 to 4 typed, double spaced pages and must contain at least 2 references. The paper should be written using a standard writing style and should be free of spelling and grammatical errors.

**Suggested Outline:**

I. Introduction

II. Overview of Industry
   A. Type of industry
   B. Major competitors
   C. Current events related to industry (business, political, economic, and social)

III. Overview of Company
   A. Background and purpose of company
   B. Goods produced/services rendered
   C. Size of company (i.e., number of employees, net income for the fiscal year, total assets, etc.)
   D. Current events related to company

IV. Conclusion

**FINAL REPORT**

The final report should cover information about your specific internship assignment and experiences, observations, explorations, personal contacts, ideas, opinions, plans for the future, and benefits gained from your internship may be included. The final report should be a minimum of 4 double-spaced, typed pages and should be written using a standard writing style and should be free of spelling and grammatical errors.
**Suggested Outline**

**I. Introduction**
A. Company Name and Location
B. Description of Division/Department

**II. Overview of Internship Assignment**
A. Job Title and Description
B. Duties and Responsibilities
C. Explanation of how your position related to the Department/Division and to the overall company operations
D. Discussion of Formal/Informal Training received
E. Discussion of relationship between degree course work at XU and Internship assignments
F. Description of difficulties encountered (if any)

**III. Summary/Conclusion**
A. Differences in perception (Is the business world really what you thought it would be?)
B. Discussion of how this experience has affected your career goals
C. Explanation of personal growth (confidence, maturity, ability, skills, knowledge, achievements, etc.)
D. Discussion of subject areas/skills in which you felt deficient
E. Overall experience

If you have any questions related to your internship and/or academic credit then please contact the Chair of the Division of Business.

**Faculty Coordinator**
Dr. Joe Ricks, Chair
Division of Business
Xavier University of Louisiana
1 Drexel Drive
New Orleans, LA 70125
(504) 520-7505

**COURSE DESCRIPTION - BSAD 3903 – 3902 – 3901. Business Administration Internship.** Students can earn up to six credit hours for professional work experience in business, industry, or government related to the student's academic program.

**BSAD 3903. Business Administration Internship.** At least eight weeks of work experience at 35 hours a week, or some combination equivalent to 280 hours or more in business, industry, or government related to the student's academic program. Completion of two internship reports. Graded on Pass/Fail basis. Prerequisite(s): business department major, completion of 62 degree credit hours and 2.0 or above grade point average, or permission of division chairperson. (3,Fa,Su)

**BSAD 3902. Business Administration Internship.** At least eight weeks of work experience between 25 to 34 hours a week, or some combination equivalent to 200 to 279 hours in business, industry, or government related to the student's academic program. Completion of two internship reports. Graded on Pass/Fail basis. Prerequisite(s): business department major, completion of 62 degree credit hours and 2.0 or above grade point average, or permission of division chairperson. (2,Fa,Su)

**BSAD 3901. Business Administration Internship.** At least eight weeks of work experience between 15 to 24 hours a week, or some combination equivalent to 120 to 199 hours in business, industry, or government related to the student's academic program. Completion of two internship reports. Graded on Pass/Fail basis. Prerequisite(s): business department major, completion of 62 degree credit hours and 2.0 or above grade point average, or permission of division chairperson. (1,Fa,Su)
GOALS & OBJECTIVES
The summer internship is intended to provide students with the pre-professional business experience needed to make them more attractive and better prepared for entry, retention, and advancement in the business world and/or in graduate programs. It will provide students with an opportunity to test interest and abilities on the job and relate theories and concepts learned in courses to business practice. The internship experience assists in developing self-confidence, motivation, leadership, maturity, and career goals.

GRADING
A grade of **P (pass)** or **F (fail)** will be assigned at the conclusion of the internship based on the mid-term report, final report, and supervisor evaluation. **Please note that the academic credit earned via summer internship courses can only be used to satisfy free electives requirement.**
To the student: Please print your name below and give this form to your supervisor. Please ask your supervisor to mail the completed recommendation directly to the address given above. Evaluations should not be opened by the student.

Student’s name: ____________________________
(last) (first) (middle)

To the supervisor: Please express your candid opinion on the performance of this student during internship under your supervision. This information will be used by the coordinator for the guidance of the student and to evaluate the internship program. After completing your evaluation, please mail or fax this form to the Business Division at the address given above.

Name (please print) ____________________________

Position or title: ____________________________

Firm: ____________________________

Provide your appraisal of the student’s performance in terms of the qualities listed below:

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<th>Quality</th>
<th>Excellent (top 10%)</th>
<th>Good (top third)</th>
<th>Average (middle third)</th>
<th>Poor (bottom third)</th>
<th>No Information</th>
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<td>Leadership</td>
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<td>Verbal Communication</td>
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<td>Data Analysis</td>
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<td>Use of Technology</td>
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<td>Self-Motivation</td>
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<td>Ethical Decision Making</td>
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Indicate your overall rating for this student:

☐ Excellent    ☐ Good    ☐ Average    ☐ Poor

Supervisor’s Signature: ____________________________ Date: ____________________________

Additional Comments*: ____________________________

* Please use back of the page or attach additional sheet, if necessary.