



Xavier University of Louisiana
DIVISION OF BUSINESS
Summer I & II Internship for Academic Credit Program

(Please check box for appropriate Internship enrolled)

- Summer I (BSAD 3900)
- Summer II (BSAD 3905)

ATTN. Students - Please complete this form and return it via mail or fax within five (5) working days of 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) (Date) (Year)

Internship Rate of Pay: \$ _____ per _____
(Hour) (Week) (Month)

_____/_____/_____
(Signature) (Month) (Day) (Year)

REQUIREMENTS

1. Completion of approved summer internship.
2. Completion and submission of mid-term report. Mid-term report should be mailed to Dr. Anil Kukreja within two weeks of the summer session for which the student is enrolled.
3. Completion and submission of final report. Final report should be mailed to Dr. Kukreja prior to the end of the summer session 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.
5. Oral presentation at September or October Divisional Meeting concerning internship experience (three to five minutes in length). Specific dates will be assigned.

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 of 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 call Dr. Kukreja at the number listed below.

Faculty Coordinator

Dr. Anil Kukreja, Chair
 Division of Business
 Xavier University of Louisiana
 1 Drexel Drive
 New Orleans, LA 70125
 (504) 520-5039

COURSE DESCRIPTION - BSAD 3900/3905. Business Administration Summer Internship - Offered Summer session. Ten to twelve weeks of work experience in business, industry, or government related to the student's academic program. Completion of two internship reports. Graded on pass/fail basis. Prerequisites: business division major, completion of 62 degree credit hours and 2.0 or above grade point average, and permission of division chair.

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.**

