

B.I. Moody III College of Business Administration Internship Program

Student Internship Application

Instruction Sheet

NOT FOLLOWING THE INSTRUCTION SHEET WILL DELAY THE PROCESSING OF YOUR APPLICATION

Deadline for Application:

Fall/Spring Semester: 4th class day after start of semester.

Summer: 2nd class day after start of semester.

Registering for Internship:

The following documents must be completed as outlined below and returned to the **Internship Office (Moody Hall, Room 204)** or scanned via email at internship@louisiana.edu in a timely manner in order to be registered for an internship:

NAME OF SHEET	PAGE	WHO'S RESPONSIBILITY?
Student Application	3-4	The Student
Internship Contract Packet	5	The Student
Internship Information Sheet	6	The Supervisor OR The Student
Internship Learning Agreement	7-9	The Supervisor OR The Student
Internship Learning Contract	10-12	The Supervisor OR The Student
COVID-19 Policy Acknowledgement	13-14	The Student

Pages 1-2 and 15-16 should NOT be returned with the application.

Evaluations are to be completed on the Handshake Platform at the end of the semester. Employers and students should anticipate an email near the end of the semester with instructions on how to complete these evaluations. Evaluation criteria are available for preview in appendix A of this document.

Please include your ULID on the bottom of each page of the application.

THE FOLLOWING SIGNATURES ARE NEEDED BEFORE AN APPLICATION IS CONSIDERED COMPLETE:

- Employer's Signature on page 9 and 11
- Student's Signature on page 4, 11, and 14
- Faculty Advisor's Signature on page 12

Once the Student Internship Application is complete (Pages 3-14) and returned to the MCOBA Internship Program Office, the application will be processed. If all qualifications are met, the student will be registered for the course at the beginning of the semester.

MAJOR	FACULTY ADVISOR
Accounting	Tracy Bundy MX 311 482-6228 tbundy@louisiana.edu
BLAW	Lucy Henke MX 332/353 482-6348 henke@louisiana.edu
Economics, Finance, and Insurance and Risk Management	Anthony Greco MX 321 482-6669 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	Ram Thakur MX 318 482-6659 rxt1297@louisiana.edu
Petroleum Land Resource Management	Oliver J. "Buster" LeBlanc, III MX 225 482-6654 ojl1383@louisiana.edu
MBA Internships	Bob Vigerie MX 328 482-5882 mbadirector@louisiana.edu

THE UNIVERSITY OF LOUISIANA AT LAFAYETTE
BUSINESS INTERNSHIP PROGRAM

Mission

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.

Minimum Student Qualifications, Undergraduate students

In general, students must have completed 60 hours, 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 PLRM 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. In addition, please note the following course-specific requirements:

- ACCT 398: Completed ACCT 302 with a "C" or better
- ACCT 498: Completed ACCT 398 with a "C" or better
- HMGT 498: HMGT 331, HMGT 351, HMGT 371, MKTG 345, MGMT 320, and ACCT 202 must be completed with a grade of "C" or better in each. Students must have a minimum of 90 hours of coursework completed.
- PLRM 475: Must be PLRM major, completed MGMT 320 with a "C" or better
- MGMT 398: Completed MGMT 320 with a "C" or better
- MKTG 498: Completed at least 9 hours of MKTG courses with "C" or better in each
- FNAN 398: Completed FNAN 300 with a "C" or better
- BLAW 398: Completed BLAW 310 with a "C" or better

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.

Benefits to the Student

1. Eases the transition from the classroom to the work world
2. Provides a record of work experience which should help in securing full-time employment upon graduation
3. Helps develop a personal work ethic.
4. Makes practical application of classroom principles and theories
5. Supplements other college financing
6. Allows three semester hours of credit per enrollment period (limit of six hours total)

Benefits to the Participating Organization

1. Provides the organization with a pool of high quality potential employees.
2. Gives the organization an opportunity to assess the actual performance of a potential employee at minimal cost and risk.
3. Makes qualified part-time help available to supplement the regular work force, at the choice of the organization.
4. Generates satisfaction from helping develop tomorrow's business leaders.

Evaluations

Evaluations are made to improve future internships.

1. Work supervisors evaluate the performance of interns using a standard instrument.
2. Interns complete a standard evaluation instrument by writing a report on their internship experience.
3. Interns complete an evaluation of their employer.
4. At the end of the semester, the Internship Coordinator will send out an email explaining how to complete the required evaluations. BOTH the Employer and the Student will be required to complete evaluations. BOTH the Employer and the Student will receive an email from HandShake that will contain a link to their respective evaluation. Appendix A shows the criteria that each participant will be evaluated on at the end of the semester.

officers, employees, and agents of and from any and all liability, causes of action, claims, or damages arising out of or related to any loss, damage, or injury sustained by any person (including myself) as a direct or indirect result of my participation in the internship.

I understand that the University of Louisiana at Lafayette is in no sense my employer, nor a party to contract. I further understand that the University has no control over industrial and other hazards to which I may be exposed while working for the employer; therefore, the University is not liable for any accident that may occur in connection with my internship employment.

I also 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.

Further, I hereby attest, to the best of my knowledge, that all the information I have provided in this form is correct.

Signature _____ **Date** _____

Internship Contract Packet

B. I. Moody III
College of Business Administration
Internship Program
University of Louisiana at Lafayette

Name _____

Major _____

Minor _____

Course _____

Semester/Year _____

Business _____

Internship Faculty Advisor _____

*Note: Your internship faculty advisor will be your instructor for the internship course, and will likely not be the same advisor who advises you for class registration purposes. Please see chart on Page 1 for reference.

If you have any questions, or would like to talk to someone about an internship, you may contact:

Chase Demoran
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

THE UNIVERSITY OF LOUISIANA at LAFAYETTE
BUSINESS INTERNSHIP PROGRAM

Internship Information Sheet

DATE _____

NAME OF BUSINESS _____

ADDRESS _____
(Street) (City) (ST) (Zip)

SUPERVISOR'S NAME _____

SUPERVISOR'S TITLE _____ PHONE _____

EMAIL _____ WEBSITE _____

INTERNSHIP JOB TITLE(S) _____

IS THIS YOUR CURRENT JOB? YES* NO

***If YES, indicate how long you have been employed with the company, give a brief description of your current job duties, and explain how this internship will differ. Use back if necessary.**

INTERN JOB DESCRIPTION (Please give consideration to job duties, diversity of job activities, increasing job responsibilities, etc. specifically as they relate to your major.)

INTERNSHIP JOB LOCATION: _____

INTERNSHIP JOB REQUIREMENTS: _____

Safety or special equipment required: Yes _____ No _____ If yes, what?

UNUSUAL FACTORS (e.g., safety risks, etc.) _____

INTERNSHIP TRAINING PROGRAM (Specify training plans for intern student development)

INTERNSHIP STARTING SALARY / WAGE RATE _____

COMPANY FRINGE BENEFITS _____

AGREEMENT BETWEEN
THE UNIVERSITY OF LOUISIANA at LAFAYETTE
AND

(Name of Business)

This AGREEMENT made and entered into by and between The University of Louisiana at Lafayette, B. I. Moody III College of Business Administration, hereinafter referred to as "University," and

(Name of Business)

(Street Address)

_____ hereinafter referred to as the "Business."
(City, State, Zip Code)

WITNESSETH:

Whereas, the University and the Business share the following common objectives: (1) to provide practical experience and related instruction for students of the University enrolled in the internship program; (2) to improve the overall educational program of the University by providing opportunities for learning experiences which will permit the student to achieve advanced levels of professional competence and performance; and (3) to increase contacts between academic faculties and businesses for the fullest utilization of available teaching facilities and expertise.

NOW, THEREFORE, for and in consideration of the foregoing and in further consideration of the mutual benefits, the parties of this agreement agree as follows:

1. GENERAL INFORMATION

- (a) The internship program is designed as a learning experience for the student to ensure a full and meaningful business experience.

2. RESPONSIBILITIES OF THE UNIVERSITY

- (a) The University shall designate a faculty member to direct the program, which includes monitoring and assignment of eligible students to the Business.
- (b) The Faculty Advisor may call or visit the Business at regular intervals to monitor the progress of the student and the continuing development of the program.
- (c) The University will enforce rules and regulations that are mutually agreed upon by the University and the Business.

3. RESPONSIBILITIES OF THE BUSINESS

- (a) The Business shall provide a planned, supervised program of business experiences.
- (b) The Business shall maintain complete records and reports on each student's performance and provide evaluations of the student as required on forms furnished by the University.
- (c) The Business may request the University to withdraw any student from its facilities whose personal characteristics or performance prevent desirable relationships with the Business.
- (d) 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.

4. RESPONSIBILITIES OF THE STUDENT

- (a) The student is responsible for adhering to the administrative policies of the Business.
- (b) The student is responsible for adhering to the proper dress code required by the Business.
- (c) The student is responsible for procuring their own transportation to and from work.
- (d) The student is responsible for reporting to the Business punctually and following all established regulations during the regularly scheduled operating hours of the Business.
- (e) The student will not submit for publication any material relating to the internship experience without prior written approval of the Business.
- (f) The student shall hold all privileged information concerning the operation of the Business or its customers in confidence.

5. TERMS OF AGREEMENT

This affiliation may be canceled by either party upon thirty days prior written notification.

This agreement may be revised or amended by the administrative officers of the two institutions with the approval of both parties. This document will be reviewed and revised as necessary.

6. EMPLOYER ASSURANCE OF NON-DISCRIMINATION

Assurance is hereby given that this employer's facilities available for use in connection with The University of Louisiana at Lafayette Business Internship Program are not used in any manner that discriminates by race, color, creed, national origin, or sex. IN WITNESS WHEREOF, the parties have executed this agreement on this the _____ day of _____ 20_____.

Employer (Supervisor) Signature

Director, B. I. Moody III College of Business
Administration Internship Program
The University of Louisiana at Lafayette

THE UNIVERSITY OF LOUISIANA at LAFAYETTE
BUSINESS INTERNSHIP PROGRAM

Internship Learning Contract

This letter of agreement confirms the responsibilities of the Business, the Student Intern and the Faculty Advisor in the internship, the beginning and ending dates of the internship, and the due dates for the performance evaluations.

The size and function of the Business participating in the internship may, in some cases, require slight modifications of the procedures contained in this guideline. Significant modification of these procedures should be mutually approved in writing and signed by all of the parties signing the original agreement.

Beginning date of the internship: _____

* Please note: Your internship start date must correspond directly with the first day of classes for the semester, as listed in the UL Lafayette Academic Calendar.

Completion date of the internship: _____

*Please note: Your internship end date must correspond directly with the last day of classes for the semester, as listed in the UL Lafayette Academic Calendar - NOT the last day of Final Examinations.

How much will the intern be paid? _____

Position: _____

Location of work assignment: _____

The Business is under no obligation to offer full-time employment to the Student Intern prior or after graduation. Likewise, the Student Intern is under no obligation to the Business after completion of the prescribed work period(s) for an Internship.

RESPONSIBILITIES

Student Intern: As the Student Intern enters the Business, he/she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include the following:

1. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his/her actions and activities.
4. Maintaining professional relationships with the company employees, customers, and so forth.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the Business setting.

7. Developing self-awareness in regard to attitudes, values, behavior patterns, etc. That influence work.
8. Preparing for and utilizing conferences and other opportunities of learning afforded in the company.
9. Being consistent and punctual in the submission of all work assignments to the Supervisor and the Faculty Advisor.
10. Providing the Faculty Advisor with periodic progress reports.

AGREED _____ DATE _____

Student Intern Signature

Employer: It is the responsibility of the Employer to provide direct, on-the-job supervision of the Student Intern which includes the following:

1. Orienting the Student Intern to the company's structure and operations.
2. Orienting the Student Intern to the company's policies and procedures regarding appropriate professional and clerical staff.
3. Introducing the Student Intern to the appropriate professional and clerical staff.
4. Providing the Student Intern with adequate resources necessary to accomplish job objectives.
5. Orienting the Student Intern to the policies and procedures of the personnel department.
6. Affording the Student Intern the opportunity to identify with the Supervisor as a professional staff person by jointly participating in office interviews, meetings, conferences, projects, and other personnel and management functions.
7. Assigning and supervising the completion of tasks and responsibilities that are consistent with the Student Intern's role in the company.
8. Consulting the Faculty Advisor in the event that the supervisor becomes aware of personal communication or other problems that are disrupting the Student Intern's learning and performance.
9. Providing regularly scheduled supervisory conferences with the Student Intern.
10. Participating in joint and individual conferences with the Student Intern and Faculty Advisor regarding the Student Intern's performance.
11. Submitting a final evaluation on the Student Intern's job performance.

AGREED _____ DATE _____

Employer/Supervisor Signature

Faculty Advisor: The Faculty Advisor assumes overall responsibility for consultation with the Business and Student Intern on objectives, agreement, and other job-related tasks. The Faculty Advisor is available to the Student Intern in an advisory capacity with respect to assisting him/her with the stated objective of the internship. The role of the Faculty Advisor involves the following:

1. Individual placement orientation and introduction of the Student Intern to the nature and purpose of the internship.

3. Consulting with the Business Supervisor and Student Intern regarding the Student Intern's performance as needed.

4. Assuming responsibility for the removal of a Student Intern from the internship setting whenever necessary.

AGREED _____ DATE _____
Faculty Advisor Signature

AGREED _____ DATE _____
Director, Internship Program

University of Louisiana at Lafayette
Internship and Cooperative Education Guidelines
COVID-19 Pandemic

The following public health guidance was used to develop these guidelines; however, information and recommendations continue to evolve and change rapidly as local, state, and national circumstances dictate:

- World Health Organization (WHO)
- U.S. Centers for Disease Control and Prevention (CDC)
- Louisiana Department of Health (LDH)

The following guidelines apply to UL Lafayette students in internships and cooperative education (co-op) placements:

- Students should not:
 - Participate in face-to-face internship or co-op activities if they have been asked to self-quarantine by public health officials or the university.
 - Participate in face-to-face internship or co-op activities in the event the state and/or national government requires citizens to remain isolated in an official quarantine situation.
 - Participate in the care of individuals with known or suspected cases of COVID-19.
- Internships and co-op activities will be canceled under the following circumstances:
 - At any internship or co-op site where appropriate environmental controls cannot or are not being implemented per CDC guidelines.
- Students are to communicate with their faculty members before attending any scheduled experiences to check if cancellation is warranted.
- Students are to immediately communicate to internship or co-op faculty any safety concerns and stop participating in the experience until the issue is resolved.
- Internship and co-op experiences will be significantly determined by the hosting entity as well as the university. Even though the university continues to function in remote instructional mode, students should be aware employers/hosting sites may adjust their own policies related to student internships and co-ops which could impact students.

It is unclear at this time how many students may be removed or asked to leave their internships or co-op experiences, for how long, and how broad the impacts may be. As much as possible, students should be accommodated with alternate experiences so they can continue, when feasible, to meet requirements towards graduation and licensure.

- Faculty should utilize guidance from accrediting agencies to determine acceptable/approved alternatives to face-to-face internships and co-op experiences when such guidance has been published.
- In situations in which the academic program is not accredited by an outside entity, departments have the authority to partially waive the requirement and assign a project in lieu of the internship/co-op experience.
- In internships and co-op experiences in which there is a corresponding academic course component, faculty may consider devising additional assignments in lieu of the student being able to continue in the professional internship component of the course. Examples of these activities include but are not limited to case studies and completion of professional development courses which are delivered online. The National Association of Colleges and Employers (NACE) website (<https://www.naceweb.org>) may be a resource for faculty on this issue.

- In situations where internships and co-op experiences are not part of an academic course, an Internship Alternate Completion Project may be considered. Components of this project may include a (1) written report/reflection on the internship experience combined with (2) several practical activities designed to move the student forward on the career paths. See attachment – Internship Completion as an example of expectations from another university.
- In some situations, employers may provide internship students with internship projects which can be completed under remote supervision by employers and faculty.

I acknowledge that I have read and understood the above guidelines set forth by the University in their entirety and agree to abide by them.

Student Signature: _____

Date: _____

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

Evaluation to be sent at the end of the semester through HandShake

This evaluation pertains to the work ethic of your student intern. It will not be shown to the student intern. It is for the use of the B.I. Moody College of Business Administration, the Internship Program, and grading by faculty.

The employer will rate how well the student intern performed in the following areas:

- Ability to work well with others
 - Quality of work
 - Attitude toward work
 - Dependability
 - Ability to learn
 - Intern's benefit from program
 - Decision-making ability
 - Ability to apply academic training
 - Overall Performance
 - Attendance
 - Punctuality
 - Professionalism
 - Core industry/Profession knowledge
 - Attention to detail (with regard to needed competencies of internship)
 - Oral communication ability
 - Written communication ability
 - Attitude (demeanor in the workplace)
-

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

Evaluation to be sent at the end of the semester through HandShake

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

The student will rate how well the internship contributed to their personal and professional development on the following dimensions:

- Professional development
 - Verbal communication skills
 - Written communication skills
 - Visual/presentation skills
 - Technical skills
 - Interpersonal skills
 - Organizational skills/responsibility
 - Ability to make additional career decisions
 - Understanding of major field
 - Learning experience.
 - Adequate direction and supervision
 - Work responsibility
 - Professional level assignments
 - Training components
 - Preparation from coursework
-