

# MCOBA 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: 4<sup>th</sup> class day after start of semester.

Summer: 2<sup>nd</sup> 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 204)** in a timely manner in order to be registered for an internship:

NAME OF SHEET	PAGE	WHO'S RESPONSIBILITY?
Student Application	6	The Student
Internship Contract Packet	7	The Student
Internship Information Sheet	8	The Supervisor OR The Student
Internship Learning Agreement	9-11	The Supervisor OR The Student
Internship Learning Contract	12-14	The Supervisor OR The Student

*Pages 1-5 should NOT be returned with the application.*

The Supervisor is to keep the Work Evaluation (Page 3) until the end of the internship (HRTM students have a different evaluation form, which can be printed from Moodle after the student is registered for the course).

**Please include your CLID 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 11 and 13
- Student's Signature on page 6 and 13
- Faculty Advisor's Signature on page 14

**Once the Student Internship Application is complete and (Pages 4 -12) returned to the Internship Office, the student will be registered for the course if qualifications are met.**

MAJOR	FACULTY ADVISOR
<b>Accounting</b>	Pam Meyer MX 301 482-6083 pmeyer@louisiana.edu
<b>BLAW</b>	Geoffrey Stewart MX 332C 482-5915 gstewart@louisiana.edu
<b>Economics, Finance, and Insurance and Risk Management</b>	Anthony Greco MX 344 482-6669 ajg1979@louisiana.edu
<b>Hospitality Management</b>	Johnathon Trahan MX 302 482-1580 jtrahan@louisiana.edu
<b>Management</b>	Oliver J. "Buster" LeBlanc, III MX 225 482-6654 ojl1383@louisiana.edu
<b>Marketing</b>	Lucy Henke MX 353 482-6348 henke@louisiana.edu
<b>Petroleum Land Management</b>	Oliver J. "Buster" LeBlanc, III MX 225 482-6654 ojl1383@louisiana.edu
<b>MBA Internships<sup>1</sup></b> <i>See footnotes on page 2.</i>	Bob Viguerie MX 328 482-5882 mbadirector@louisiana.edu

THE UNIVERSITY OF LOUISIANA at LAFAYETTE  
BUSINESS INTERNSHIP PROGRAM

Mission

The mission of the Moody 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

In general, students must be juniors or seniors in upper division, with an adjusted GPA of 2.5 or above before applying for an internship (Please note that you are required to have an adjusted GPA of 2.3 or higher to register for HMG 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. In addition, please note the following course-specific requirements:

- ACCT 398 and 498: "C" or better in ACCT 302
- HMG 498: HMG 331, HMG 351, HMG 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

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 and write a report on their internship experience.
3. Interns complete an evaluation of their employer.

**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\*\*

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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:

	<b>Excellent</b>	<b>Very Good</b>	<b>Average</b>	<b>Poor</b>	<b>Very Poor</b>
<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>	_____	_____	_____	_____	_____
<b>Decision-making ability</b>	_____	_____	_____	_____	_____
<b>Ability to apply academic training</b>	_____	_____	_____	_____	_____
<b>Overall Performance</b>	_____	_____	_____	_____	_____

**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):**

\_\_\_\_\_

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**SUPERVISOR'S SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Student Evaluation of Employer**  
**B. I. Moody III College of Business Administration**  
*Internship Program*  
**University of Louisiana at Lafayette**  
 \*\*Not to be completed until end of internship\*\*

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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 Contribute At All				Contributed A Great Deal
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. \*\*\***



use of any and all services, or facilities associated with the internship. I waive and hereby release the University of Louisiana at Lafayette, its governing board, 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.

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

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

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Name \_\_\_\_\_

Major \_\_\_\_\_

Minor \_\_\_\_\_

Course \_\_\_\_\_

Semester/Year \_\_\_\_\_

Business \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

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

Sarah Duhon  
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)



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.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

CLID: \_\_\_\_\_ 9

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: You may not begin an internship until the first day classes for any given semester.

Completion date of the internship: \_\_\_\_\_

\* Please note: You must complete an internship on or just before the semester ends.

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