

Mandatory

Loyola University New Orleans
College of Business

INTERNSHIP AGREEMENT

Course: BA B497

Internship Questions? Contact Dr. Kathy Barnett
Office Number: (504) 864-7968
Fax Number: (504) 864-7970
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INTERNSHIP APPLICATION PROCEDURES:

1. This agreement form must be completed and turned in **PRIOR** to beginning your internship. You will not receive credit for hours worked until you are officially registered.
2. A job description, on company letterhead, must be turned in with this form.
3. Once your form is received and approved you will be registered for the course. The CoB will send an email to your Loyola email account notifying you that the internship has been approved and you are officially registered.
4. The internship course will be available on BlackBoard and include all the forms, assignments, etc. you have to complete in addition to the 120 hour requirement.

INTERNSHIP REQUIREMENTS:

1. Interns must complete 120 hours over a minimum five-week period.
2. Internships must provide the student with opportunities and projects to broaden skills, apply business theories, and develop marketable experiences. This cannot be solely a clerical position.
3. All required elements must be completed in order to pass this course

Student's Name: _____ **Major:** _____ **GPA:** _____

Class Level: Jr. ____ Sr. ____ **Student's Phone Number:** _____ **Student E-Mail Address:** _____

Internship Start Date: _____ **End Date:** _____ **Expected Date of Graduation:** _____

Internship Company: _____

Company Address: _____
Address City State Zip

Company Supervisor's Name: _____ **Supervisor's Title:** _____

Supervisor's Signature: _____ **Supervisor's E-mail Address:** _____

Supervisor's Phone Number: _____ **Intern's Hours per Week:** _____ **Internship Paid? Yes No How much? _____**

Student's Signature: _____ **Date:** _____

Internship Coordinator's Signature: _____ **Date:** _____

Dr. Kathy Barnett

International students interning in the U.S. must receive approval from the Center for International Education and complete all immigration forms prior to beginning an internship. Failure to complete the process will result in the loss of your F-1 student status.

Center for International Education Representative's Signature: _____ **Date:** _____