

Internship Course BA B497

Loyola University College of Business

Required course: All College of Business students must complete a three-credit-hour internship as part of their degree requirement. The internship program is an excellent opportunity for you to work for, and interact with, professionals in a career field that interests you.

Course information: This course must be *registered before you start your internship*. Registration happens once the Internship Agreement and company job description have been turned in and approved by Dr. Kathy Barnett, Miller Hall, 346.

Approval: Your internship must be approved PRIOR to your starting work. Approvals are provided by the internship coordinator, Dr. Kathy Barnett. You will also need to discuss your internship plans with your *regular academic advisor* to ensure your plans meet with your degree requirements. Here are some things to keep in mind for getting an internship approved:

- Try and choose an internship that will support your career choice. Don't just find an internship to fill the credit requirement. This is a great opportunity to test a career, put marketable skills and experiences on your resume, build a network, and possibly get a job offer.
- You do not have to choose an internship in your major; however, it is important to choose one that supports your career choice.
- Internships need to focus on marketable business skills. We do not approve internships that are primarily clerical support.
- Internships must last at least five weeks and include at least 120 worked hours.

Tuition: Internships are subject to tuition, just as any other courses for credit. To help students manage their tuition dollars, we register most summer internships for the following fall semester so students do not have to pay additional summer school tuition, even though the internship work is completed over the summer. If you need to get summer credit for your internship (for example, you are graduating that summer), it is important to let Dr. Barnett know. (In the case of needing summer credit, you will have to pay summer tuition on the three hours' credit.)

Assignments: There are academic assignments required for the completion of your internship. The internship course will be posted to Black Board. There you will find all necessary forms to complete as well as any required workshops, papers, etc. Internships are graded on a pass/fail basis. You must complete all requirements to pass the course. Failure to pass will result in the student having to complete another internship.

Finding an internship: One of the benefits of the internship is the opportunity to practice job-search skills. Therefore, you are responsible for finding your own internship. However, we do send out information on internship opportunities through the College of Business list serv and are happy to discuss opportunities with you in person. Loyola's Career Development Center will send you internship opportunities via email as well. If you do not receive internship opportunities in your e-mail, please contact Dr. Barnett at kbarnett@loyno.edu.

Other sources: Sign up on Packtrak through the university's Career Development Center. Ms. Jan Moppert Associate Director, Career Development Center, is your contact. She can be reached at [504-865-3835](tel:504-865-3835) or jamopper@loyno.edu. Also, visit companies' employment sections of their Web sites and use your network.

For more information about internships, please contact Dr. Kathy Barnett at kbarnett@loyno.edu 346 Miller Hall or 504-864-7968.