



MADM, MKT, ACCT, or FIN 475
COLLEGE OF BUSINESS ADMINISTRATION

Internship Program

Requirements of the Program:

- 10 Updated Professional Resume- Student must set up resume advising appointment with LSUS Career Center (Administration Building, Room 230 - (318) 797-5062).
Email a copy to waynehogue@lsus.edu when complete.
- 10 Virtual interview (http://resources.monster.com/tools/quiz_section2.asp)
- 10 Learning Contract - due to Mentor immediately after starting job.
- 10 Mentor visits (these are example/ suggested dates, meet with them at their and your convenience)
- | | |
|------|---------|
| June | 4-8 |
| June | 25-29 |
| July | 23 - 27 |
- 10 Weekly log - Due to MENTOR before final exams begin
- 20 Final report - Due to MENTOR before final exams begin
- 30 Supervisory Evaluation – Must be completed near reaching 120 hours worked, privately by the intern's supervisor- mailed, faxed, or emailed directly to Mr. Hogue by the supervisor.

100 *Intern must accumulate a minimum of 91 total points (91% of total possible points) to obtain credit for 475. ALL REPORTING ITEMS MUST BE COMPLETED.

475 INTERNSHIP Academic Requirements

VIRTUAL INTERVIEW COMPONENT

After the resume, the interview is the next step taken in making a good "first impression". How you answer the questions asked during an interview will be the determining factor in your job placement.

The Internet makes it possible to do virtual interviews. This interactive interview gives you an opportunity to experience the types of questions that will be asked and the appropriate way to respond to these questions.

To access the virtual interview go to http://resources.monster.com/tools/quiz_section2.asp. Click on **Campus Virtual Interview**, the 5th link down from the top. This will take you to the **VIRTUAL INTERVIEW**.

The interview will present you with a question and several choices for answers. Choose the answer you think is best and print the page before continuing. At the bottom on the page hit **Next**. The next page will discuss if you chose the best answer. If you did not choose the best answer, click **Back**, and try again. When you choose the best answer, print the page that tells you why it is the best answer before continuing to the next question.

To receive credit for this component, you must complete the interview and print out **at least 10 questions**. You must print out each question you answer and the answer sheet telling you that you answered it correctly and why that is the best answer. This will give you a total of at least 20 original sheets to turn in. Please include your name and student identification number on the original to ensure proper credit! Make sure to keep a copy of the questions you answered to practice before you interview or better yet, go back and practice the virtual interview.

If you need assistance using the web, please visit either the CBA computer lab on the 2nd floor of the Business Education Building or the second floor computer lab in The LSUS Technology Center, Room 224.

Turn this in to your Mentor during one of your visits.



LOUISIANA STATE UNIVERSITY IN SHREVEPORT

College of Business Administration
Internship Program

LEARNING CONTRACT

Name _____ Place of Employment _____

This form is designed to help the student and the work supervisor work together to clarify the exact nature of the internship duties of the student. By discussing these things and committing them to writing early in the course experience, we will have a set of work guidelines which will direct the placement experience and will allow the student, the work supervisor, and the faculty mentor to assess the learning/work experience over time.

1. Learning Goals: What you hope to learn from your internship experience:

2. List the jobs, tasks, and projects you will be working on during internship:

3. List all assignments required to receive academic credit, i.e. mentor visits, weekly logs, etc.: (Student is

required to incorporate theory and concepts from at least three courses from the business curriculum into the final report.)

4. Name, mailing address, phone number and email address of work supervisor.

5. Number of hours you plan to work each week.

Intern signature

Work Supervisor
Signature

Faculty Mentor signature

Example of Weekly Time Log

	DATES	HOURS	WORK FUNCTIONS
1.	Beginning Date	10	First Day on the job. Studied training material in Shreveport.
	Week of May 23	12	Studied material and met Customer Support Representative (CSR) from Jackson. Made customer care calls in Shreveport with CSR.
2.	Week of May 30	16	Drove to Jackson to further my training on oral presentations. Returned to Shreveport. Conducted my first training session on a high volume duplicator. Realized the importance of proper communication skills.
3.	Week of June 6	11	Studied more duplicators and went with a sales representative to a prospective customer.
4, 5, 6.	Weeks of June 13-27	36	Continued my studies of Xerox equipment.
7.	Week of July 4	15	Began studying another duplicator and started having more contact with office personnel.
8.	Week of July 11	12	Took part in the "launch" of a new duplicator. Continued my training exercises.
9.	Week of July 18	11	CSR came to Shreveport to work and help me with my training.
10.	Week of July 25	10	Assisted the CSR in training classes for customer personnel.
11.	Week of August 1	12	CSR and I trained on duplicators in Mississippi. Participated in another new product "launch." Received further training from CSR. Returned to Shreveport.
	TOTAL	<u>145</u>	

ACCT 475: Internship in Accounting
_____ Semester, 20__

FINAL REPORT

College of Business Administration
Louisiana State University in Shreveport
Shreveport, Louisiana

Student Name
Customer Support Assistant
Xerox Corporation
Bossier City, Louisiana
The 475 Final Report

The final report should be a report describing the entire internship experience from the student's perspective. It should educate any reader as to the type of experience the intern had throughout the internship experience. The student is required to incorporate theory and concepts from at least three courses from the business curriculum into the final report. The report will be typed, double-spaced, 1-inch margins, four to five pages in length, and contain a cover page as shown on the example. Questions that may be addressed in the report include: (please expand on any additional areas that would enhance the description of the experience)

1. Was the internship a meaningful learning experience? Include not only new tasks that were accomplished on the job but observations (both positive and negative) during the experience.
2. Was the student academically prepared for the tasks expected of him/her during the experience?
3. Did the intern recognize a need for any additional courses that would enhance his/her background?
4. Did the firm implement any suggestions made by the student?
5. In general, would the student recommend an internship to a fellow student and specifically this particular internship?
6. Does the student feel this experience better prepared him/her in making a career choice after graduation?

Reminder

The final report must be graded by the faculty MENTOR. It is due in the Mentor's office by **the beginning of final exam week.**



College of Business Administration

Internship Program SUPERVISOR'S EVALUATION OF INTERN

Student's Name: _____ Supervisor: _____

Position Held: _____ Department: _____

Since the internship program is a joint effort between the employer and LSUS, the completion of this rating sheet will help us evaluate the student.

	4 Strongly Agree	3 Agree	2 Mostly Agree	1 Disagree	Not Observed
1. Is dependable in fulfilling assignments.					
2. Exhibits effective knowledge of computer software.					
3. Thinks critically, analytically, and systematically in accomplishing assignments.					
4. Accepts and uses suggestions and criticisms.					
5. Exhibits effective oral communication skills.					
6. Exhibits effective written communication skills.					
7. Works effectively with others.					
8. Willing to adjust work hours in order to complete tasks.					
9. Is persistent in accomplishing assigned tasks.					
10. Adapts to and manages change effectively.					
11. Manages time effectively.					
12. Demonstrates subject matter competency.					
13. Demonstrates initiative.					

Attendance Record: Days absent from work: _____ Total hours worked: _____

General Comments: Please briefly describe the intern's contribution to the work of the organization.

What suggestions, if any, would you give this student?

Evaluator: _____ Evaluator's Title: _____

Organization: _____ Date: _____

Thank You! Please email or fax this form to Wayne Hogue, LSUS- wayne.hogue@lsus.edu or 318-797-5127