

Nicholls State University
College of Business Administration
Internship Program

The Nicholls College of Business Administration Internship Program offers junior and senior level students an opportunity to combine their academic preparation with practical, real-world business experience. The program attempts to place business students in internships with both public and private organizations throughout the region and beyond.

Three hours of academic credit can be earned in:

Accounting

Management: HR, Maritime*, General
(*required for degree)

BSAD Pre-Law

Finance or Financial Services Marketing

Marketing: Advertising, Sales, General

CIS: CompSci, Data Analytics, General

The packet is comprised of completed application, current resume, and an unofficial transcript printed from Banner. A cover letter is optional.

- Applicant must be a junior or senior in good academic standing (2.0 GPA).
- Applicant must have completed appropriate coursework in internship discipline (9 hours minimum).
- Applicant must denote student search or departmental search on application (see below).
- Applicant must be accepted into the program before pursuing an internship.
- Applicant must obtain signatures of their academic adviser and department head.
- Remit packet to Mrs. Stacey Pennison (104 White) as soon as possible.

Student moves to employment stage only after application is approved.

Acceptance does not guarantee placement; an alternative course should be considered as to not impede progress toward graduation.

Employment stage: Approximately 50% of students find their own internship sites; the remaining 50% rely on the department of their major for placement. The following explains the difference:

- Student search
 - Student contacts site directly and employer agrees to sponsor student in an internship.
 - Organization submits cooperative agreement + plan of work for approval.
 - Current positions will not be considered for internship credit; however, if the employer is willing to create a new position for the student that satisfies discipline specific duties, the position will be evaluated for possible internship credit.
- Departmental search
 - Employers that indicate an interest in hiring for a specific semester are sent student resumes.
 - Students are subject to the organization's usual selection process and employment terms.
 - Organization submits cooperative agreement + plan of work for approval

Employers must:

- Agree to adhere to all policies and procedures of the internship program, including allowing interns to attend all required campus meetings.
- Sign an internship cooperative agreement.
- Develop a plan of work which exposes the intern to a complete flow of information and activities.
- Provide a minimum of 150 hours on the job.
- Designate an intern supervisor in the organization.
- Agree to be contacted at least twice by the student's faculty supervisor.
- Complete an evaluation of the student intern at mid-term and at the end of the semester.

Before accepting offer, student must:

- Understand the terms of the internship.
- Understand that the internship may be paid or unpaid.
- Devote a minimum of 150 hours to the internship during the course of the semester.
- Pay tuition for enrollment in an internship course for academic credit.

Intern and employer must complete and sign the internship cooperative agreement and plan of work. These are available at the following link: <https://www.nicholls.edu/business/files/2018/10/NEW-Plan-of-Work-Cooperative-agreement.pdf> The plan of work will be evaluated to determine the rigor of the internship and is subject to approval by the Internship Director. Internships must provide reasonable work experience at the professional level that consists of both supervised training and on-the-job learning experiences. Internships that consist of clerical duties or routine tasks will not be approved.

After cooperative agreement + plan of work are approved, the Administrative Assistant of the discipline in which credit is sought will enroll student in internship course and assign a faculty supervisor. Interns must also acknowledge the receipt of all safety documents.

Additional responsibilities of the intern:

- Must abide by the employer's policies, as well as maintain regular and prompt attendance.
- Perform all employment related duties and responsibilities in a professional manner.
- Maintain confidentiality with regard to sensitive information gained in the work environment.
- Turn in weekly activity reports to faculty supervisor.
- Successfully complete any assignments and attend any meetings required by faculty supervisor.
- Complete an evaluation of the internship experience at the end of the semester.

Letter grades (A-F) are assigned for internship courses. Faculty supervisors are responsible for determining intern grades based on weekly reports, employer evaluations and performance on any other assignments.

International students: To comply with federal regulations, (8 CFR 2(f)(10)(i)(B)), international students who hold an F-1 student visa need appropriate work authorization before they can engage in an internship. In addition, the internship or training opportunity must be required by the student's curriculum or, if not required, the student must receive credit for the training. International students must meet with their international adviser for review of the details of the internship (detailed job offer and department approval). Work cannot commence until this work authorization is obtained. Please contact International Student Services at marilyn.gonzalez@nicholls.edu

Nicholls State University
College of Business Administration
Student Application for Internship

(You must be a College of Business junior or senior to be eligible for an internship)

Date: _____

Semester internship sought:

- Fall
 Spring
 Summer

Elective Desired:

- Accounting (ACCT 402)
 CIS: all concentrations (CIS 400)
 FINC or FISM (FINC 460)
 Management (MNGT 469):
 HR Maritime General
 Marketing: all concentrations (MKTG 460)
 BAPL (BSAD 486)

Name: _____

N#: _____

Phone: _____

Address: _____

Email: _____

Classification: Junior Senior

GPA: _____
(minimum 2.0)

Semester of graduation: _____

Major: _____

Courses in discipline:

1. _____
2. _____
3. _____

A. Please check which applies to you:

1. _____ (Company Name) has agreed to provide me with an internship position. I understand this internship site must be approved by the College of Business before I begin the internship at this organization. Complete the following concerning the potential internship site.

Contact Person: _____

Company Address: _____

Phone: _____

Email address: _____

2. I am requesting the Department of _____ to provide me an opportunity to be placed in an approved internship site. I understand that this placement is not guaranteed and is dependent upon my being selected by an approved internship site for an internship position.

B. Will you accept an internship position in the following locations?

Baton Rouge Houma Lockport NOLA Morgan City Thibodaux Other

C. Are you eligible to work in the United States? Yes No

D. Will you be available for interviews between semesters? Yes No

E. You must attach a resume and an unofficial NSU transcript to this application. I grant the College of Business permission to release my grades/transcript to prospective employers.

Student signature

Advisor signature

Department Head signature

Intern Safety

The Nicholls College of Business Administration Internship Program offers junior and senior level students an opportunity to combine their academic preparation with practical, real-world business experience. Students accepted into the program are eligible for three hours of discipline specific academic credit. The program attempts to place business students in internships with both public and private organizations throughout the region and beyond. This document provides valuable information to interns should they experience sexual discrimination or harassment/misconduct onsite.

What is sexual harassment?

Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment. Sexual harassment is defined by the federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment can be physical or psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of that employee's sex.
- Sexual or discriminatory displays or publications anywhere in the workplace by the company's employees.

What constitutes sexual discrimination or harassment/misconduct?

The following scenarios can help a student identify harassment in the workplace (Source: Intern Resource Network).

The onsite supervisor has suggested, in not so many words, the two of you develop a relationship outside of work and benefits might come your way.

- This behavior is an abuse of power, and the student is never at fault should this occur. A student should never feel pressure to have anything outside of a professional relationship with their supervisor.
-

Another employee often brushes up against you, finds reasons to be near you, and you catch them staring at you throughout the day.

- This is a form of sexual harassment. It might be difficult to confront that employee directly and tell them to stop. A student can report this behavior to their site supervisor, and their internship coordinator at their campus.

Another employee makes lewd comments and jokes that are sexual in nature. It is often in your presence, and you are encouraged to play along.

- This behavior creates a hostile work environment. A student can report this behavior to their site supervisor, and their internship coordinator at their campus.

A student might never experience any of these scenarios, but might witness it happening to someone else in the workplace. This, too, creates a hostile work environment. If a student witnesses this happening to another intern or coworker, there are direct and indirect ways of intervening. A student can check in with the fellow intern or coworker, remind them this wasn't their fault, and offer to support them if they report this behavior to a supervisor.

How do I inform myself about my employer's sexual discrimination or harassment/misconduct policy?

You will likely be welcomed to your internship by your employer with an orientation. Discuss the organization's policies and reporting procedures for sexual discrimination and harassment/misconduct.

Who do I report to if I experience sexual discrimination or harassment/misconduct onsite?

- Internship supervisor onsite
- Employer's human resources director
- Internship faculty supervisor
- Dr. Guidry, CBA Internship Coordinator

What laws protect you as an intern in cases of sexual discrimination and harassment/misconduct?

FEDERAL AGENCY/LAW	PAID interns	UNPAID interns
EEOC	Yes, but only if you are receiving significant remuneration	No.
TITLE IX	Yes, as long as the internship is contributing to your education.	Yes, as long as the internship is contributing to your education.



Nicholls State University

PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS

P.O. Box 2002 Thibodaux, LA 70310 985-448-4011 985-448-4026 (F)

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments, along with federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

I _____ understand that Nicholls State University cannot guarantee that by my participation in this internship, residency, clinical rotation, or other similar experience I will not become infected with COVID-19. Further, such participation could increase my risk of contracting COVID-19. By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by my participation in this internship, observational experience, or clinical rotation, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my participation in this internship, residency, clinical rotation, or other similar experience. I hereby release, covenant not to sue, discharge, and hold harmless Nicholls State University and all of its agents, employees, and representatives, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto.

Signature of Participant and Date

Printed Name

Witness

Witness