

**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](mailto: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:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**N#:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**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