Instructions to Register a College of Business Internship:

NEW PROCESS!!!!!!!!!!!!!!!

Registering an Internship is now easier than ever as you can do everything online. Please follow the instructions below to register a one, two or three-hour credit internship. Remember, only three-hour credit internships by students with junior or senior standing count towards the CoB requirement. All other internships should be registered as a one-hour credit (40 hours) or a two-hour credit (80 hours).

Before attempting to "report" an internship online: Please read the **CoB Student FAQ** (found on the CoB webpage or http://www.business.loyno.edu/system/files/Student%20FAQs%20About%20Internships.pdf) This resource will answer many of the questions you have and help you to correctly request approval and subsequent registration of your internship.

The following registration process must be completed before starting your internship.

1. Log into your Employola account.

2. On the left-hand side of your Employola homepage find the "I want to…" tab and select **Report an Internship Hire**.

3. Select the term you will be interning. As in the past, if you are interning over the summer but would like your internship registered for the **following** fall semester so that you don't have to pay summer tuition, Loyola allows you to do so (but for the summer/fall scenario only). If you register your internship for the summer session you will be charged tuition. The other exception is for students who have taken a leave of absence from the university to study abroad or to intern on site (such as the Disney program). All other internships must be registered for the time period you are actually interning.

4. If you have applied for the internship through Employola, you will see that noted under the **My Jobs** tab. Simply select the correct internship and complete the registration process.

5. If you did not apply for the internship through Employola or if you do not see a listing under **My Jobs**, select the **Other** tab. Enter the internship organization and job title. **Click Save.**

6. Fully complete the registration form and click **Save.**

7. Once submitted, the internship record will be sent to the internship administrator for review and **approval.** If approved, the internship registration will be sent on to the CoB Director of Student Services for registration with the Office of Student Records. **Please note that you submitting the information does not indicate approval. You should not start the internship until you have received notification that the internship has been approved.** This should take about 48 hours. If you have any questions about the approval please see Dr. Kathy Barnett in Miller 111 at any time during your internship search or registration process.

8. Once your internship has been registered you will receive a notice from the Portfolio Office that you have been enrolled in the Black Board Course for Internships. There are several brief assignments you must complete. These assignments are listed on BB. Remember, the internship is graded on a Pass/Fail basis.

March 2013