Internship Registration Instructions

General Information:

- Once you have committed to an internship you can start the registration process on Employola to receive course credit. If you have not been hired as an intern, you cannot register the internship.
- If you **did not** find your internship on Employola, then you still register as you normally would— but you will need a job description on **company letter head** signed by your supervisor in pdf or word doc to be uploaded to Employola. See Job Description example on the next page.
- Only Junior and Senior standing students can register for the required 3 credit hour internship.

  3 credit hour:

  -**Required** to graduate from the College of Business.
  -Internship must be a minimum of 120 work hours.
  -Internship must be a minimum of 5 consecutive weeks.

  2 credit hour:

  -Internship must be a minimum of 80 work hours.
  -Internship must be a minimum of 5 consecutive weeks.

  1 credit hour:

  -Internship must be a minimum of 40 work hours.
  -Internship must be a minimum of 5 consecutive weeks .

Billion Dollar Marketing L.L.C.

Leaders of the Pack

October 3, 2015

Marketing Intern Position:

Intern will be assigned to projects covering the following:

General work:

- Online research in the higher education, internships, job search, and career market.
- Support efforts of on-campus outreach and partnerships.
- Participate in client meetings and presentations.
- Help with project management – implementing.

Social Media work:

- Use social media to answer questions from students, job seekers, and employers and engage them on the site.
- Helping with tracking of social media efforts and effect.

Marketing work:

- Work on new ways to market to students and job seekers.
- Internet research on audience, competition and other key needs.

SAMPLE

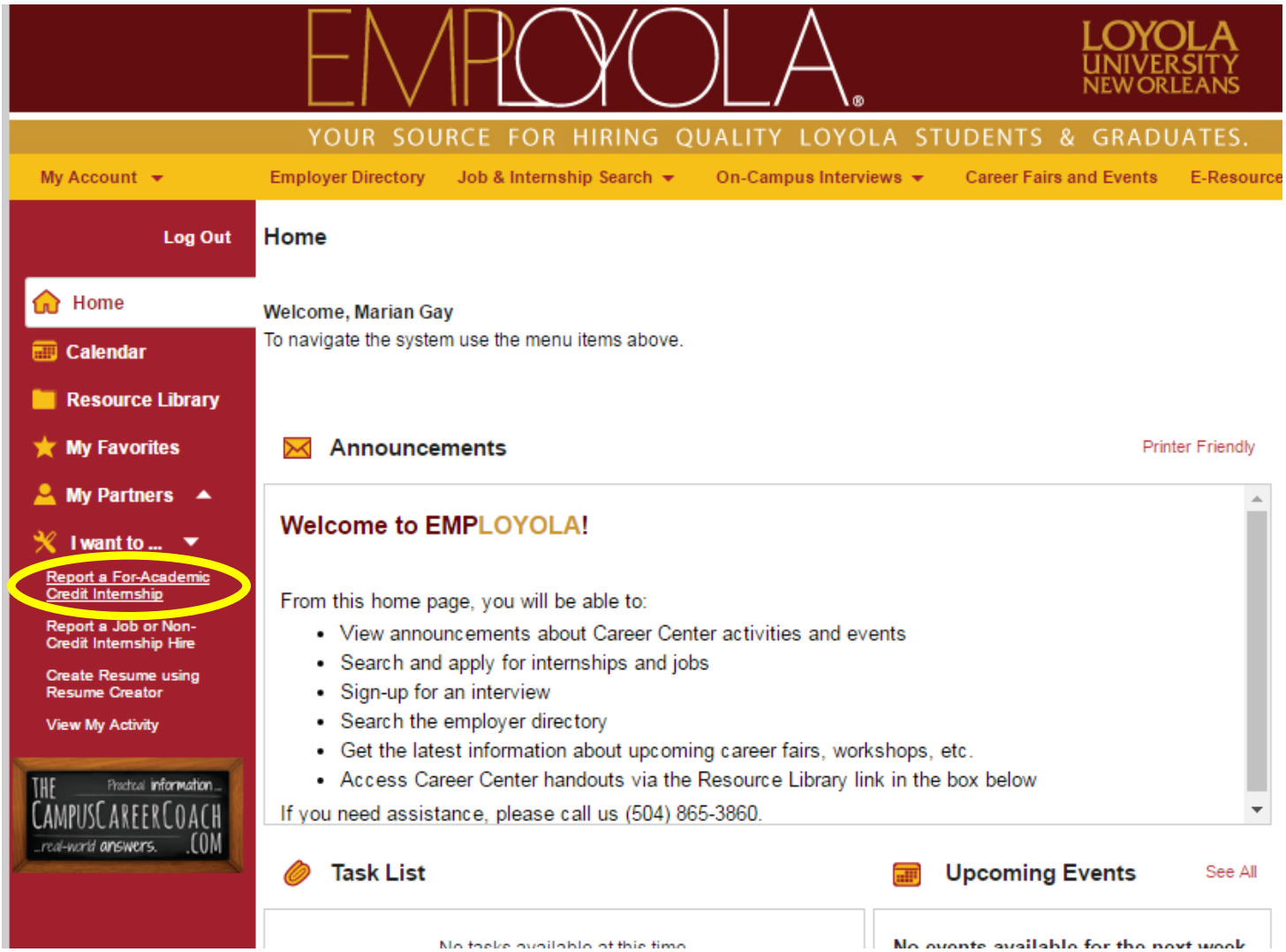
Ignatius Gram

Ignatius Gram

Intern Supervisor
Marketing Director
Igram@mdm.com
(504) 555-5678

Internship Registration Instructions

1. Log into your Employola Account.
2. Click “I want to report For-Academic Credit Internship.”



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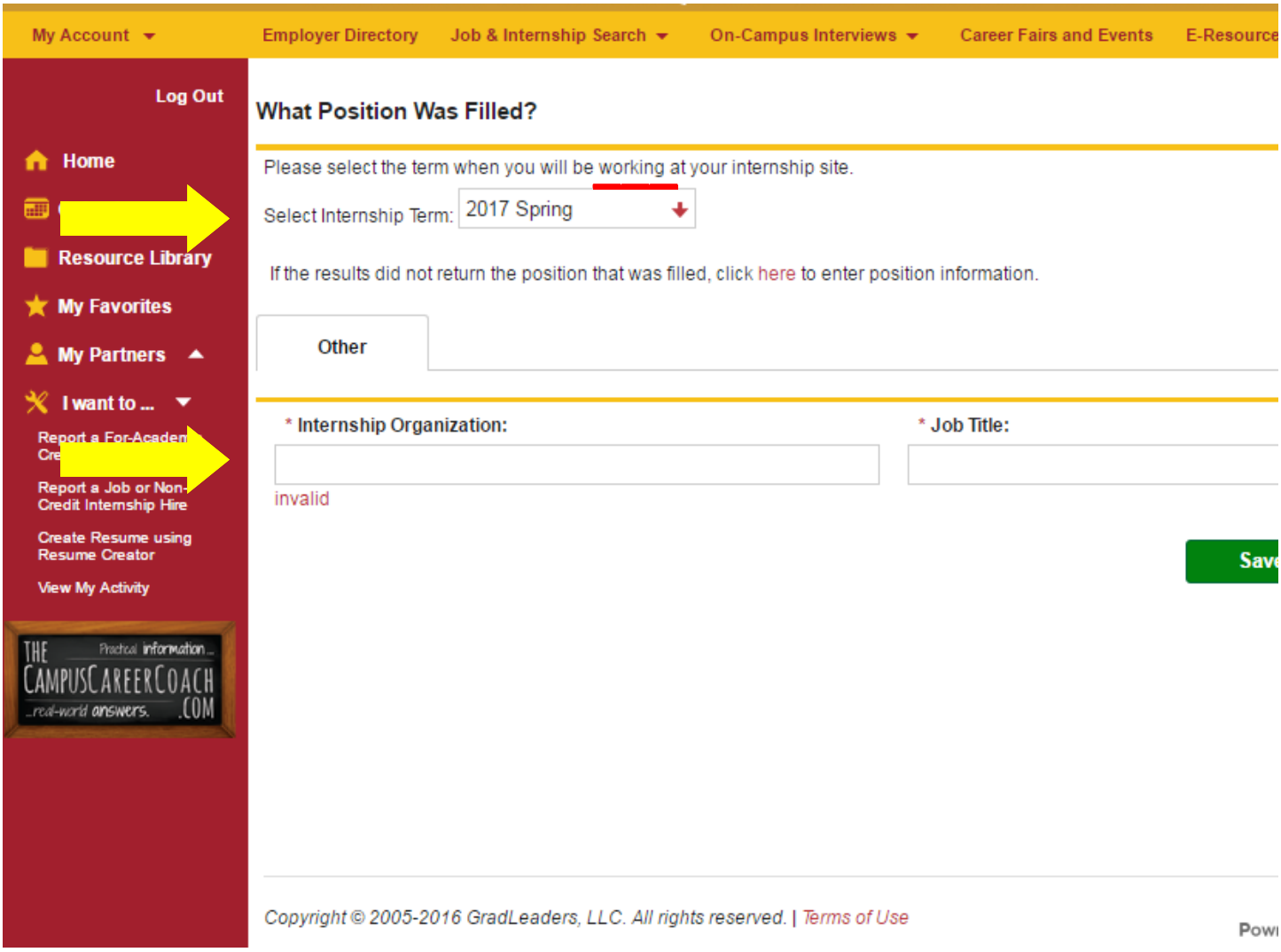
3. Select the term that you will be **working** at your internship site.
(*Note: This may or may not differ from the term that you wish to **register** your internship. Please list the accurate term that you will be **working** even if the term that you're registering it for is different)

4. Enter the name of your internship organization and your internship job title.



Internship Registration Instructions

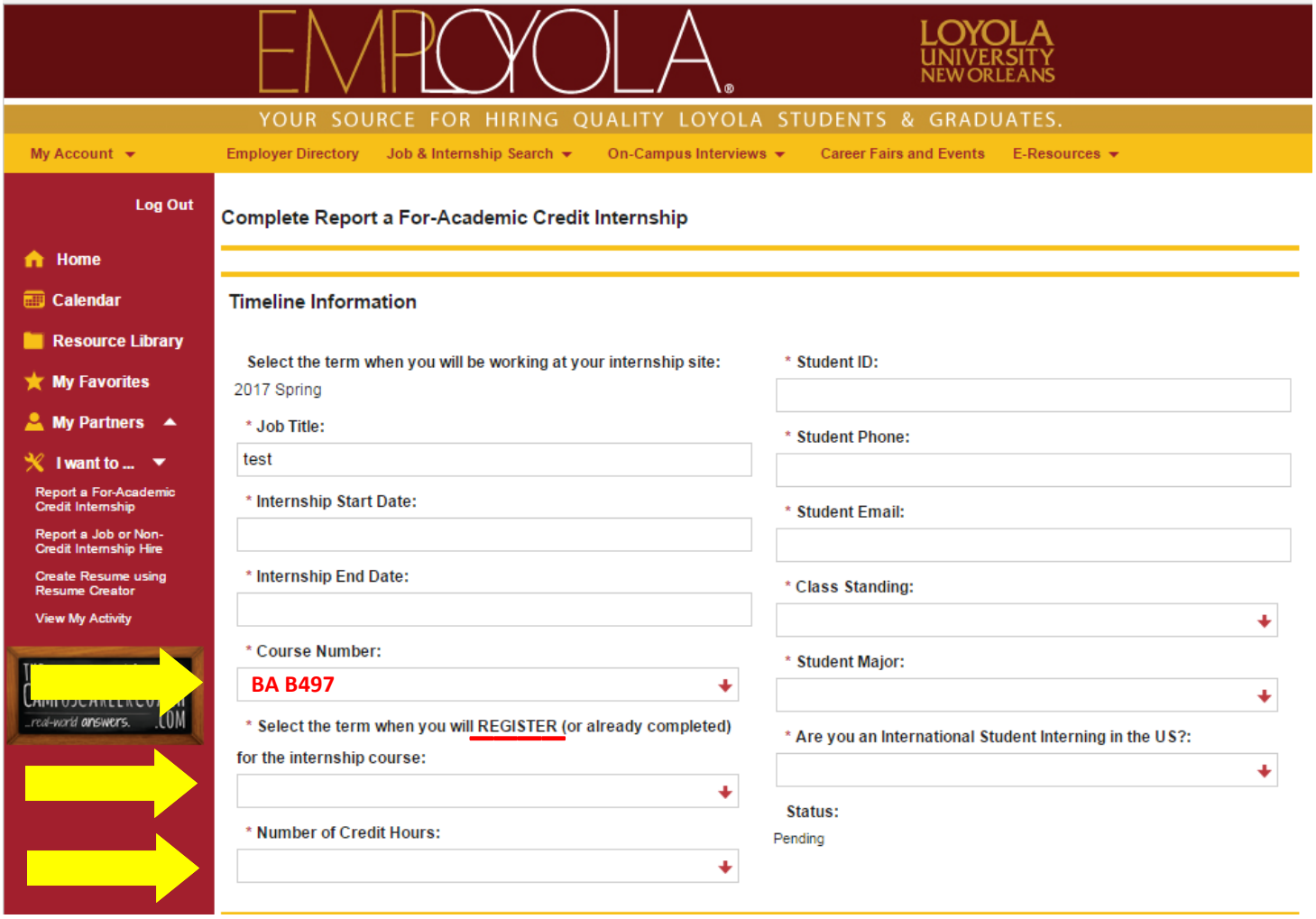
5. Fill out all of the required fields under Timeline Information.

***Make sure to:**

-List **BA B497** as your course number.

-Select the correct term that you wish to **register** your internship.
(*Note: This may or may not differ from the term that you will be **working** at your internship)

-Select the correct number of credit hours corresponding with your internship.
(*Note: If you are Junior or Senior standing and you are working for a minimum of 120 hours for 5 consecutive weeks, then you may select 3 credit hours)



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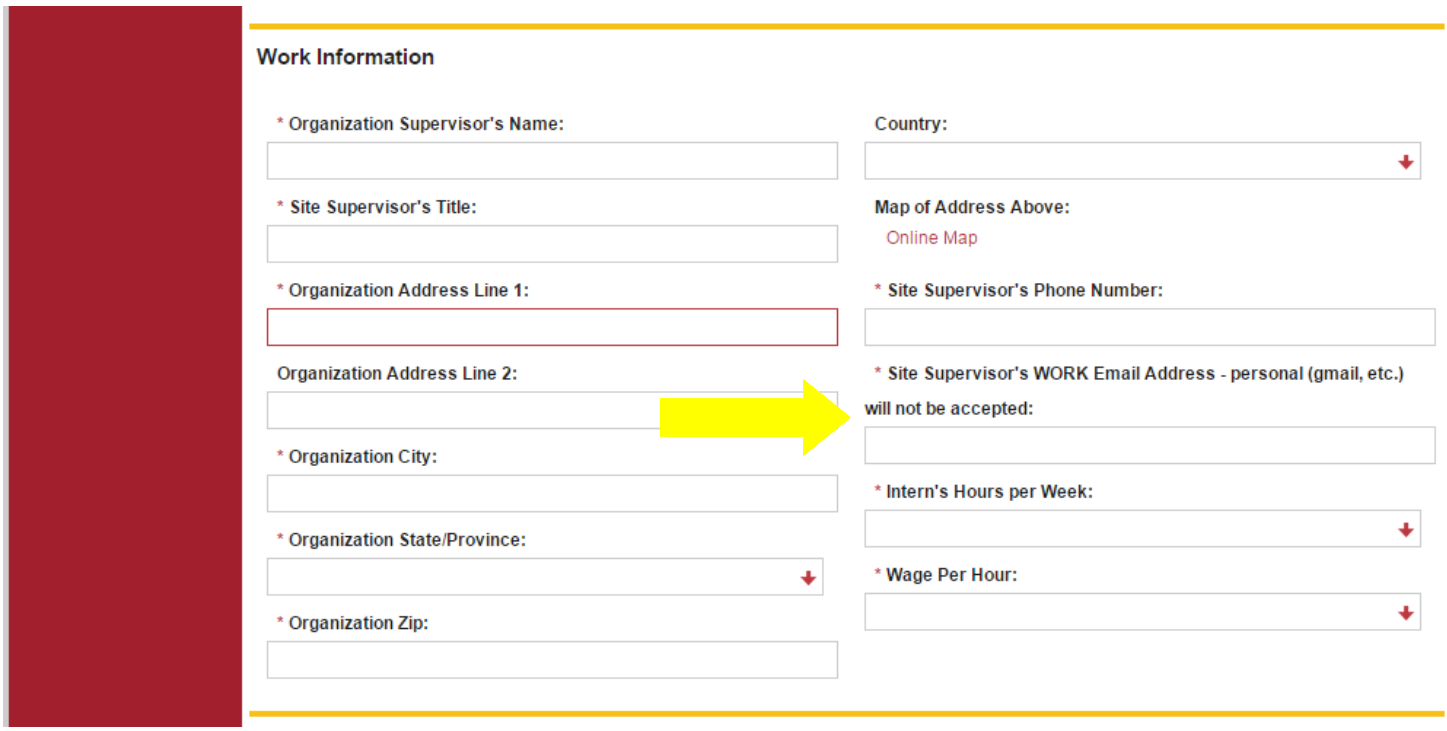
6. Fill out all of the required fields under Work Information.

***Make sure to:**

-Provide a valid work email address for your internship supervisor. (No gmail, yahoo, etc.)



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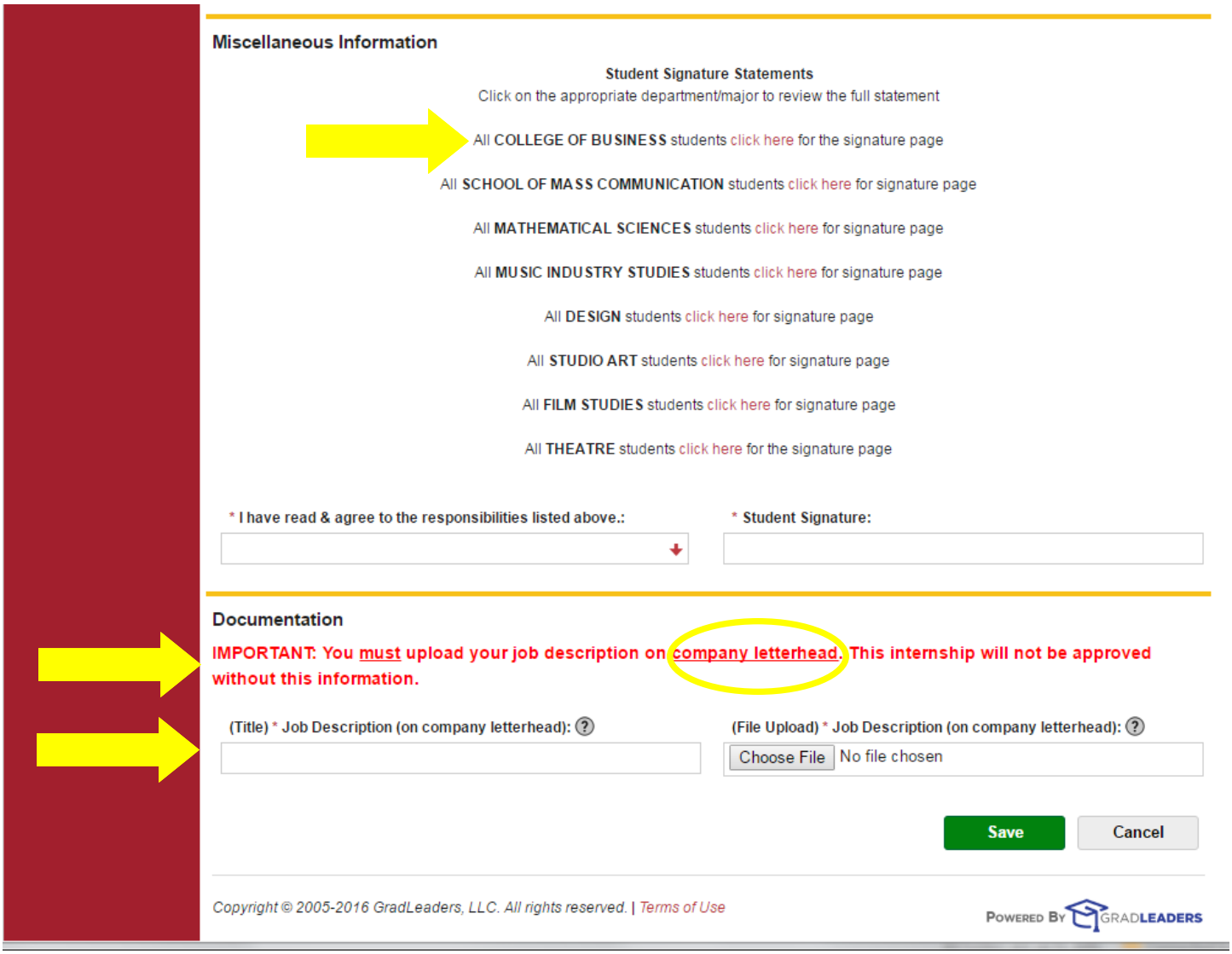
7. Read and sign the student signature statement for College of Business.

8. Upload a valid job description on **company letterhead**.
(*Note: If you found your internship on Employola, then you must provide the corresponding Employola ID#)



Finishing Up:

- Once your internship has been officially registered, you will receive an email stating that you are enrolled in the internship Blackboard course.

  (*Note: The approval process will take a few days, if you have not received an e-mail regarding your internship a week after you have submitted your information through Employola, then contact the CoB Portfolio Office.)

- You are responsible for reading your syllabus and checking Blackboard.
- You will find your required assignments on Blackboard under “Course Materials.”