

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.

Ignatius Gram

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Internship Registration Instructions

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

The screenshot displays the EMPLOYOLA website interface. At the top, the logo "EMPLOYOLA" is prominently featured in white on a dark red background, with "LOYOLA UNIVERSITY NEW ORLEANS" to its right. Below the logo, a yellow banner reads "YOUR SOURCE FOR HIRING QUALITY LOYOLA STUDENTS & GRADUATES." A navigation bar contains links for "My Account", "Employer Directory", "Job & Internship Search", "On-Campus Interviews", "Career Fairs and Events", and "E-Resources".

The main content area is titled "Home" and includes a "Log Out" button. A sidebar menu on the left lists various options: "Home", "Calendar", "Resource Library", "My Favorites", "My Partners", "I want to ..." (highlighted with a yellow circle), "Report a For-Academic Credit Internship" (also highlighted with a yellow circle), "Report a Job or Non-Credit Internship Hire", "Create Resume using Resume Creator", and "View My Activity". At the bottom of the sidebar is a logo for "THE CAMPUS CAREER COACH" with the tagline "Practical information... real-world answers. .COM".

The main content area features a "Welcome, Marian Gay" message and instructions to use the menu items. Below this is an "Announcements" section with a "Printer Friendly" link. The announcement text reads: "Welcome to EMPLOYOLA! From this home page, you will be able to:" followed by a bulleted list of actions: "View announcements about Career Center activities and events", "Search and apply for internships and jobs", "Sign-up for an interview", "Search the employer directory", "Get the latest information about upcoming career fairs, workshops, etc.", and "Access Career Center handouts via the Resource Library link in the box below". It concludes with "If you need assistance, please call us (504) 865-3860."

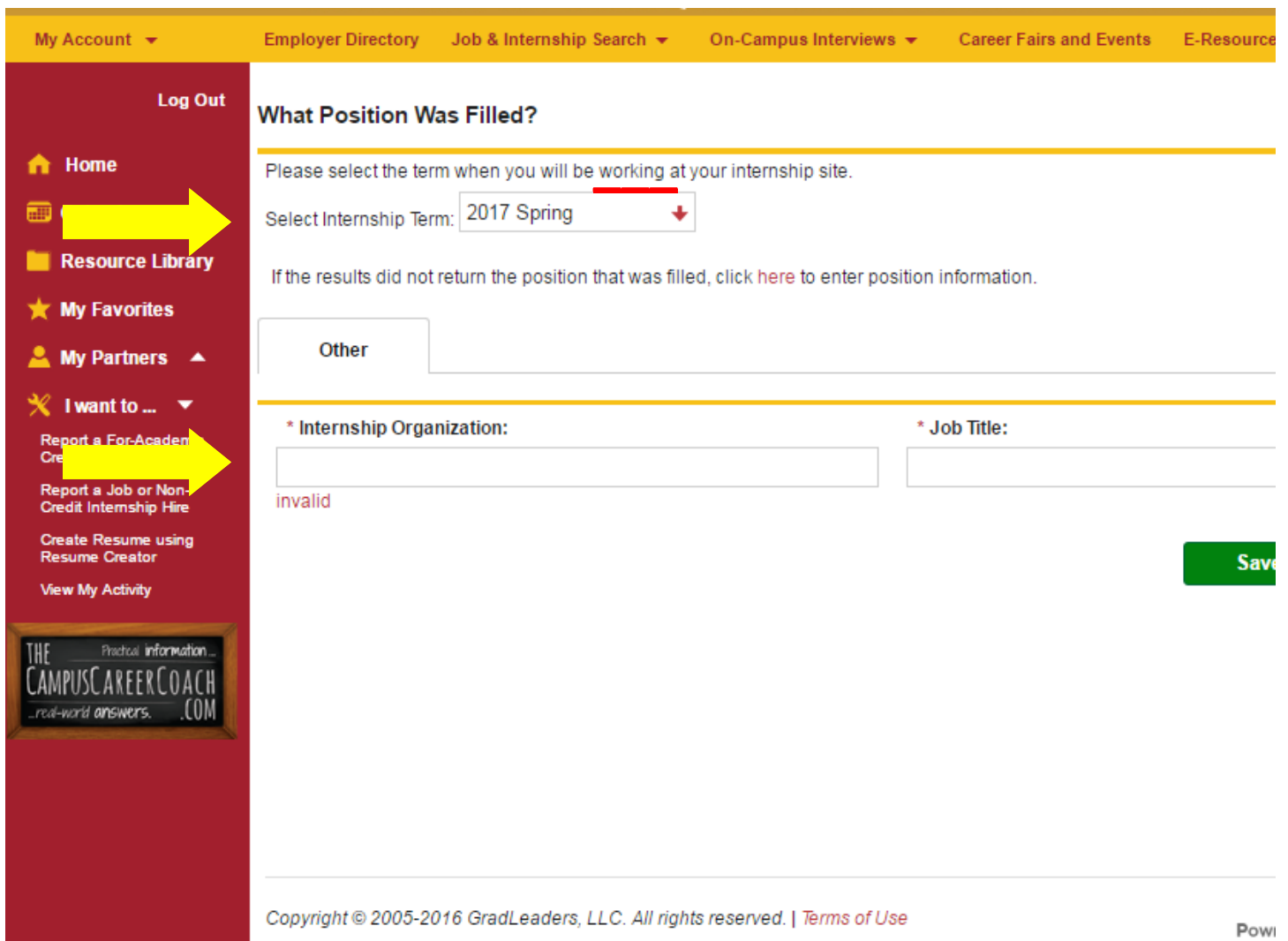
At the bottom, there are sections for "Task List" (showing "No tasks available at this time") and "Upcoming Events" (showing "No events available for the next week").

Internship Registration Instructions

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.



The screenshot shows a web interface for internship registration. At the top, there is a navigation bar with links: My Account, Employer Directory, Job & Internship Search, On-Campus Interviews, Career Fairs and Events, and E-Resources. On the left is a dark red sidebar with a 'Log Out' button and several menu items: Home, Resource Library, My Favorites, My Partners, and I want to ... Below 'I want to ...' are links for 'Report a For-Academ', 'Report a Job or Non-Credit Internship Hire', 'Create Resume using Resume Creator', and 'View My Activity'. At the bottom of the sidebar is a logo for 'THE CAMPUS CAREER COACH .COM'. The main content area is titled 'What Position Was Filled?' and contains the following text: 'Please select the term when you will be working at your internship site.' Below this is a dropdown menu for 'Select Internship Term:' with '2017 Spring' selected. A note says: 'If the results did not return the position that was filled, click here to enter position information.' There is a text input field labeled 'Other'. Below this are two required fields: '* Internship Organization:' and '* Job Title:'. The 'Internship Organization' field contains the text 'invalid'. A green 'Save' button is located at the bottom right of the form area. At the very bottom of the page, there is a copyright notice: 'Copyright © 2005-2016 GradLeaders, LLC. All rights reserved. | Terms of Use' and a 'Power' logo.

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)

EMPLOYOLA LOYOLA UNIVERSITY NEW ORLEANS
YOUR SOURCE FOR HIRING QUALITY LOYOLA STUDENTS & GRADUATES.

My Account ▾ Employer Directory Job & Internship Search ▾ On-Campus Interviews ▾ Career Fairs and Events E-Resources ▾

Log Out

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I want to ... ▾
Report a For-Academic Credit Internship
Report a Job or Non-Credit Internship Hire
Create Resume using Resume Creator
View My Activity

Complete Report a For-Academic Credit Internship

Timeline Information

Select the term when you will be working at your internship site:
2017 Spring

* Job Title:
test

* Internship Start Date:

* Internship End Date:

* Course Number:
BA B497 ▾

* Select the term when you will REGISTER (or already completed) for the internship course:
 ▾

* Number of Credit Hours:
 ▾

* Student ID:

* Student Phone:

* Student Email:

* Class Standing:
 ▾

* Student Major:
 ▾

* Are you an International Student Interning in the US?:
 ▾


Status:
Pending

Internship Registration Instructions

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.)



Work Information

* Organization Supervisor's Name:	<input type="text"/>	Country:	<input type="text"/>
* Site Supervisor's Title:	<input type="text"/>	Map of Address Above:	<input type="text"/>
* Organization Address Line 1:	<input type="text"/>	Online Map	
Organization Address Line 2:	<input type="text"/>	* Site Supervisor's Phone Number:	<input type="text"/>
* Organization City:	<input type="text"/>	* Site Supervisor's WORK Email Address - personal (gmail, etc.) will not be accepted:	<input type="text"/>
* Organization State/Province:	<input type="text"/>	* Intern's Hours per Week:	<input type="text"/>
* Organization Zip:	<input type="text"/>	* Wage Per Hour:	<input type="text"/>



Internship Registration Instructions

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#)

The screenshot shows a web form with two main sections: "Miscellaneous Information" and "Documentation".

Miscellaneous Information

Student Signature Statements
Click on the appropriate department/major to review the full statement

- All COLLEGE OF BUSINESS students [click here](#) for the signature page
- All SCHOOL OF MASS COMMUNICATION students [click here](#) for signature page
- All MATHEMATICAL SCIENCES students [click here](#) for signature page
- All MUSIC INDUSTRY STUDIES students [click here](#) for signature page
- All DESIGN students [click here](#) for signature page
- All STUDIO ART students [click here](#) for signature page
- All FILM STUDIES students [click here](#) for signature page
- All THEATRE students [click here](#) for the signature page

* I have read & agree to the responsibilities listed above.: ↓

* Student Signature:

Documentation

IMPORTANT: You must upload your job description on company letterhead. This internship will not be approved without this information.

(Title) * Job Description (on company letterhead): ?

(File Upload) * Job Description (on company letterhead): ? No file chosen

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Annotations: A large yellow arrow points to the "COLLEGE OF BUSINESS" link. Two yellow arrows point to the "IMPORTANT" text and the "Job Description" input field.

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."