

Internship Reporting Guide

2025-2026



Overview



General Information

Faculty in Loyola's College of Business recognize that internships are vital to a student's career success. For this reason, every student graduating from the College of Business is required to complete an internship. The internship is a valuable experiential learning opportunity and should be taken seriously, with a conscious effort to perform at your best and learn as much as possible.

Finding an Internship

An important part of the internship process is the student's search for a position that aligns with their career goals and personal interests. Students are encouraged to explore opportunities through a variety of sources, including **The WolfStreet Journal, Handshake, Indeed, LinkedIn, WayUp,** and other internship/job websites, as well as through personal networks, company websites, and the College of Business Portfolio Career Office. The internship does not have to directly relate to a student's major, but it must be business-related.

What Happens if I Don't Get My Internship Pre-Approved and Registered?

If you do not go through the pre-approval process, your internship will not count toward the requirement. This will prevent you from fulfilling the degree requirements in your program.

What Happens if I am Graduating and Have Not Completed an Internship?

Graduating seniors who have not completed their internship requirement will be permitted to walk in the ceremony; however, they will not receive a diploma until the internship is completed.

Eligibility Requirements



General Information

- Once you have committed to an internship, you must begin the registration process in Handshake in order to receive course credit.
- If you have not been hired for an internship, you cannot register.
- Only Juniors (56+ earned credit hours) and Seniors (90+ earned credit hours) are eligible to register for the required 3-credit-hour internship.

Internship Credit Options

Three (3) Credit Hours – *Required for graduation from the College of Business*

- Minimum of 120 work hours
- Must last at least 5 consecutive weeks

Two (2) Credit Hours

- Minimum of 80 work hours
- Must last at least 5 consecutive weeks

One (1) Credit Hour

- Minimum of 40 work hours
- Must last at least 5 consecutive weeks

Before Submitting Your Internship in Handshake

Before you report your Handshake internship, you must obtain a signed Supervisor Letter (internship description). This document must be saved as a PDF. This letter will essentially serve as your contract between the host organization and you.



The letter will need to include the following:

- Must be on official organization letterhead.
- Detailed list of your duties, tasks, and responsibilities as an intern.
- Indication of the 120 hours required to fulfill your required internship.
- Supervisor contact information and signature.

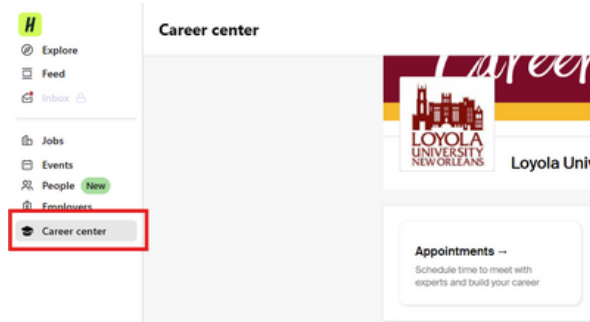
****Please note that reported internships must have this letter to be approved!***

You will also need to know the following information for reporting your internship:

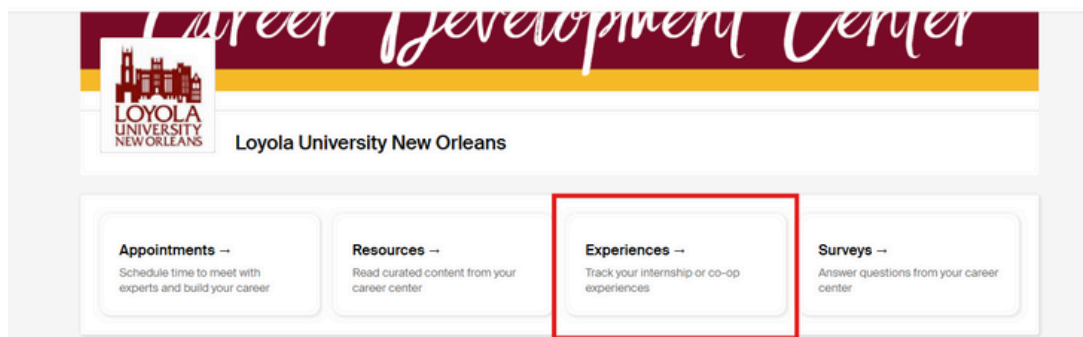
- Name and location of the employer/organization
- Name, title, email address, and phone number of your internship supervisor
- Internship start and end date (a close approximate date is acceptable)
- Internship hours per week and wage per hour (if applicable)

Follow the steps below to report your internship in Handshake:

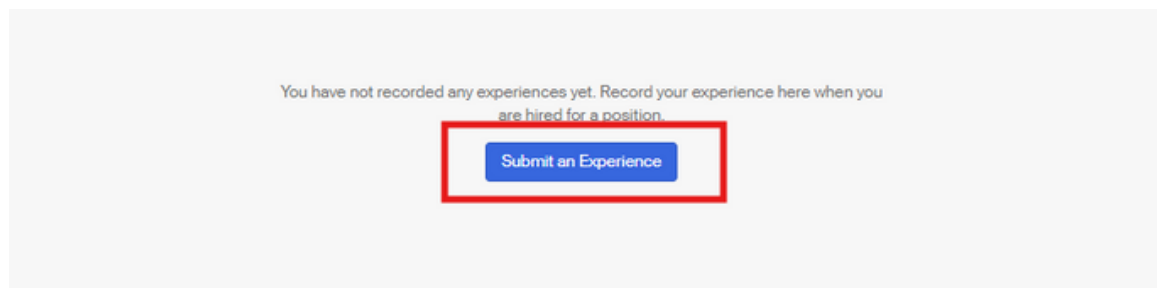
- Log-in to your Handshake account.
 - Go to <https://loyno.joinhandshake.com> to login
- Once logged into Handshake, click the Career Center tab



- Once there, click **EXPERIENCES**.



- Click **SUBMIT AN EXPERIENCE**.



- Under **EXPERIENCE TEMPLATE** drop down, select **BA-B497 College of Business Undergraduate Internship (2025-2026)**.
- If you are an International Student, select **BA-B497 INTERNATIONAL STUDENT College of Business Undergraduate Internship (2025-2026)**

* indicates required field

Details

* Experience template

BA-B497 College of Business Undergraduate Internship (2025-2026) ✕ ▾

****International Student Template***

* indicates required field

Details

* Experience template

BA-B497 INTERNATIONAL STUDENT College of Business Undergraduate Internship (2025-2026) ✕ ▾

BA-B497 College of Business Undergraduate Internship

- Complete the survey questions—filling out ALL fields, and make sure your internship supervisor email address is correct. Then, click the **‘Submit an Experience’** button

Submit an experience

Attach Your Offer/Supervisor Letter

Before you report your Handshake internship, you must obtain a signed Supervisor Letter (internship description). This document must be saved as a PDF. This letter will essentially serve as your contract between the host organization and you.

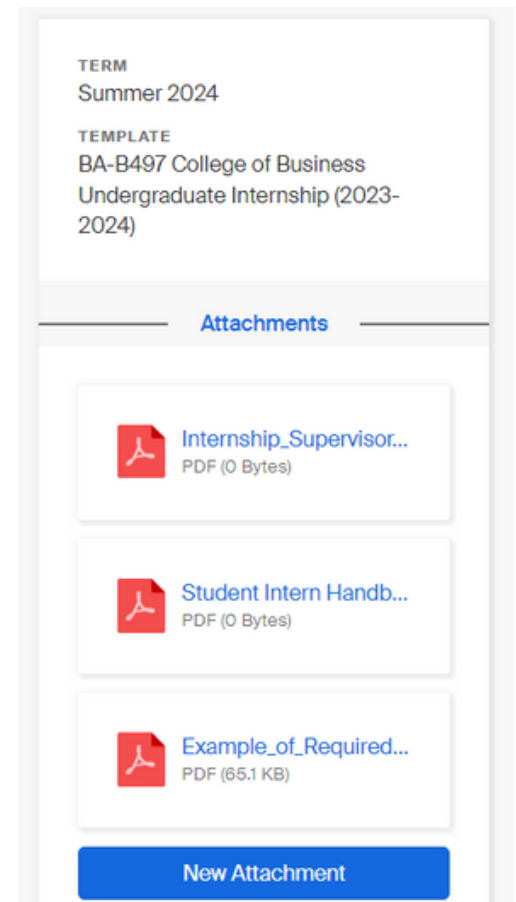
- Once you have requested the experience, you will be brought to an **OVERVIEW** page.
- In the ATTACHMENTS section, you will upload your internship supervisor letter by clicking **NEW ATTACHMENT**.



The letter will need to include the following:

- Must be on official organization letterhead.
- Detailed list of your duties, tasks, and responsibilities as an intern.
- Indication of the 120 hours required to fulfill your required internship.
- Supervisor contact information and signature.

****Please note that reported internships must have this letter to be approved!***



TERM
Summer 2024

TEMPLATE
BA-B497 College of Business
Undergraduate Internship (2023-2024)

Attachments

Internship_Supervisor...
PDF (0 Bytes)

Student Intern Handb...
PDF (0 Bytes)

Example_of_Required...
PDF (65.1 KB)

New Attachment

SAMPLE SUPERVISOR LETTER

MUST BE UPLOADED AS A PDF



XYZ MARKETING

MUST BE ON COMPANY LETTERHEAD

August 1, 2018

To Whom It May Concern:

This letter is to verify [Student's Name] internship with [company name] during the 2018 Fall semester. In accordance with his requirements to receive academic credit, he will be completing 120 hours minimum with our company.

Responsibilities will include, but are not limited to, assisting in creating and executing social media posts; learning the scope of music licensing and technology and understanding the role our company plays in both research for analysis and strategies pertaining to our company's marketing tactics; additionally he will be working on ad reels.

Please feel free to contact me at Christina@company.com, or 504.390.1767 should you need any further information or have any questions.

Sincerely,

Christina M. Kogos

**Christina M. Kogos
Director of Marketing**

MUST BE SIGNED BY SUPERVISOR



Congrats, You Have Registered Your Internship!

- You've now uploaded your internship and the approval process will be initiated.
- Once the approval process is completed and your internship has been officially registered, you will receive an email stating that you are enrolled in the internship Canvas course.

*(*Note: The approval process may take up to 2 weeks. If you have not received an e-mail regarding your internship 2 weeks after you have submitted your information through Handshake, then contact the CoB Portfolio Office.)*

- **You are responsible for reading your syllabus and checking Canvas.**
- You will find your required assignments on Canvas under "Syllabus."

Can an application not be approved?

As you pursue internship opportunities, it's essential to understand the requirements of the College of Business.

These guidelines ensure your internship aligns with academic standards and provides valuable learning. Failure to meet these requirements may lead to your application not being approved.

Therefore, reviewing and understanding all requirements is crucial before pursuing an internship. By meeting the necessary criteria, you increase your chances of approval and enhance the quality of your internship experience.

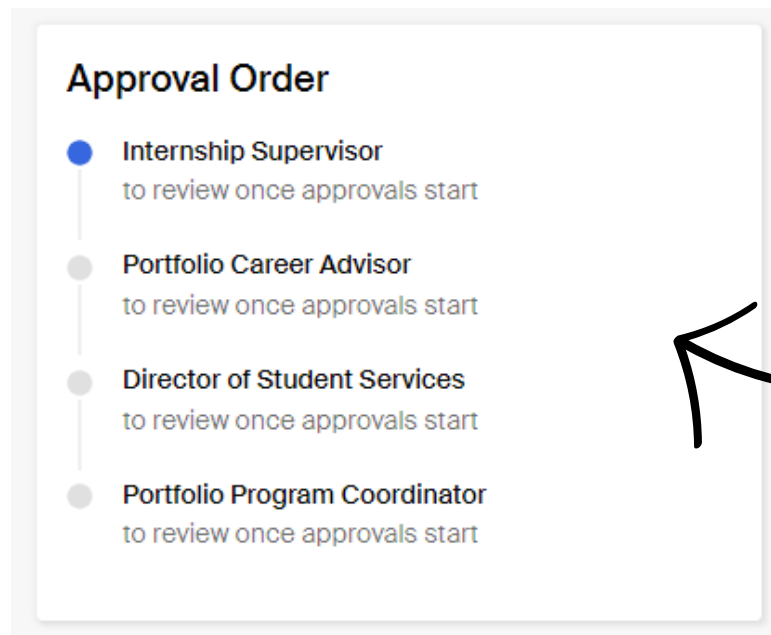
Take time to familiarize yourself with these common issues that cause internship applications to not move forward in the certification process.

- **Having less than 56+ credit hours.**
- **Internship is not related to your major.**
- **Internship duration less than 5 consecutive weeks.**
- **Family member serving as an internship supervisor.**
- **Lack of signed approval in Handshake from internship supervisor.**
- **Attempting to use current employment as internship site.**

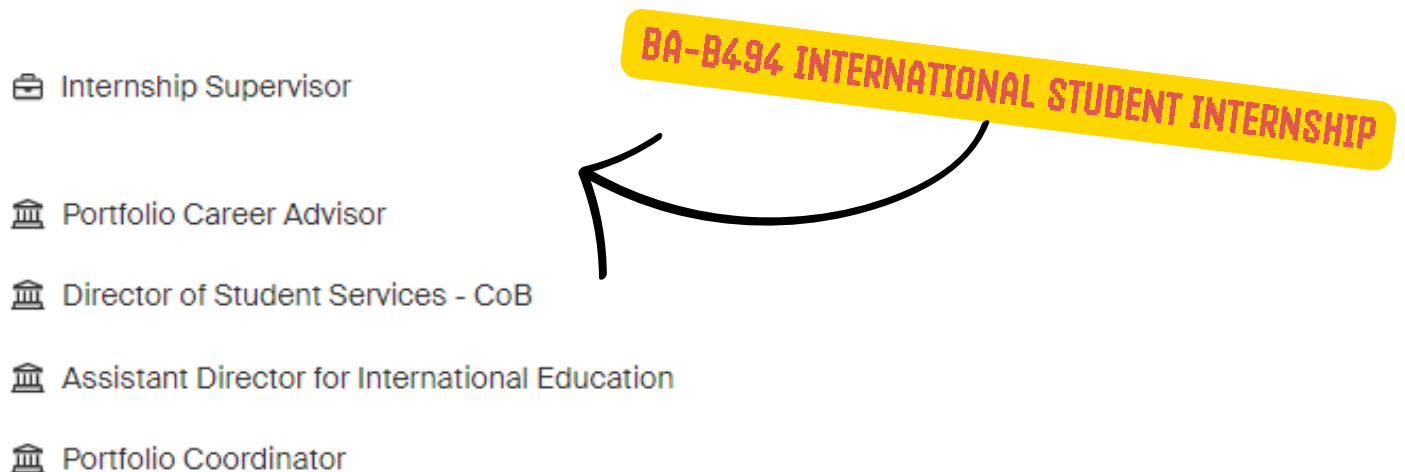


The Approvals Process

Once you have registered your internship in Handshake, there is a set of approvals that must be completed for the internship to be officially certified. International students have a different approvals process (see examples below).



Your supervisor starts the internship approval process. If they do not sign in time, the internship application will expire and the process will need to be restarted.






Your Requirements

The Internship Course & Assignments

Once your Internship Application is received by Mrs. Melissa Ridley for approval, she will proceed to enroll you in the Internship course on Canvas. The course comprises three (3) assignments, which must be completed before the end of the semester to receive a "P" (Pass) grade for the internship. Failure to complete these assignments by the deadline will result in receiving an "IP" (In-Progress) grade. However, it's important to note that finishing the Internship course with an "IP" does not fulfill the necessary requirements to pass the course. You will only be granted a passing grade upon successful completion of all assignments.

REQUIRED INTERNSHIP ASSIGNMENTS

▾ Assignments

- ▮  **Internship Report Directions**
Internship Assignments Module | Not available until May 12 at 12:00am | Due Aug 1 at 11:59pm | 1 pts
- ▮  **Internship Timesheet**
Internship Assignments Module | Not available until May 13 at 12:00am | Due Aug 1 at 11:59pm | 1 pts
- ▮  **Internship Student Survey**
Internship Assignments Module | Not available until May 13 at 12:00am | Due Aug 1 at 11:59pm | 1 pts



Overview

Internship assignments are a crucial bridge between theoretical knowledge gained in the classroom and real-world application in professional settings. These assignments are designed not only to fulfill the requirements for completing the internship and earning a passing grade but also to facilitate reflective learning. Students can assess their experiences, articulate their learning outcomes, and evaluate their professional interests and aspirations by through these assignments.

Internship Report

The internship report assignment is a reflection on your role and experiences during the internship, spanning 4-5 pages. It delves into the tasks, challenges, and achievements encountered, offering insights into how they relate to your career aspirations and future endeavors. By connecting practical experiences with long-term goals, the report serves as both documentation and a roadmap for professional growth.

Internship Timesheet

The internship timesheet assignment is a simple log of hours worked, signed by the student's supervisor. It tracks the student's commitment and ensures compliance with required hours.

Internship Survey

The internship survey assignment is a reflection tool that captures the knowledge, skills, likes, and dislikes acquired during the internship. It provides valuable feedback on the student's experience, aiding in understanding strengths and areas for improvement.





About Us

The Portfolio Program is the College of Business Career Center. We offer Career Planning services for all College of Business students. We also provide Academic Advising for first-year College of Business students.



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Website

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