

UG Internships AY 2017 - 2018

Department	Course Title	Course No.	Description	Credits	Pre- Reqs	Notes
Accounting	Accounting Internship	AC 499	Provides students with preparation for careers in accounting through practical work experience, personal development, and career planning. Through the on-site work requirement, students learn to apply their accounting knowledge to actual business experiences and work environments. Minimum expectation is 150 hours of internship experience under the guidance of an on-site supervisor.	3	AC 301 or AC 311	Written or electronic permission of the instructor. Only one internship may count toward the 120-credit degree requirement.
Art History	Internship: Art History	AH 404	Taken by art history majors and minors participating in off-campus internships in museums, galleries, auction houses, or other art-related venues.	1		Written or electronic permission of the instructor. Does not count toward the 120-credit graduation requirement. (Summer Only)
Art History	Internship: Art History	AH 403	Students interested in an internship in the history of art or museum studies should contact the instructor.	3		Written or electronic permission of the instructor. May be repeated for nondegree credit.
Business Administration	Business Administration Internship	BA 499	Students gain a better understanding of business through work experience. Students interns are required to work in a business or professional environment under the guidance of an on-site supervisor for a minimum of 100 hours. The location may be in- or out-of-state, on a paid or unpaid basis. Course requirements include a weekly work log and scheduled performance evaluations signed by the on-site supervisor.	3		Restricted to accounting or business administration majors. Available to all Sellinger School major and concentration disciplines during the fall, spring, or summer semesters. Does not count toward the 120-credit graduation requirement. May be repeated for credit.
Communication	Communication Internship	CM 421	With faculty guidance, students gain hands-on professional experience doing off-campus internships in advertising, broadcasting, journalism, writing, public relations, and print or web publishing at a site in-or out-of-state. Students must keep detailed records and complete online assignments while performing at least 150 hours of work at their chosen site. Course requirements include scheduled performance evaluations signed by the on-site supervisor.	3		Restricted to juniors or seniors. Written or electronic permission of the department's internship coordinator. Internships for degree credit may be paid or unpaid. May be taken once for degree credit; may be repeated for nondegree credit.

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Communication	Communication Internship	CM 423	With faculty guidance, students gain hands-on professional experience doing off-campus internships in advertising, broadcasting, journalism, writing, public relations, and print or web publishing. Students must keep detailed records and complete online assignments while performing at least 50 hours of work at their chosen site. Requirements include scheduled performance evaluations signed by the on-site supervisor.	1		Restricted to juniors or seniors. Written or electronic permission of the department's internship coordinator. Does not count toward the 120-credit graduation requirement. May be repeated for non-degree credit only. (Pass/Fail)
Computer Science	Computer Science Internship	CS 499	Students gain a better understanding of the application of computer science through work experience. Interns are required to work in a computer science-related business or professional environment under the guidance of an on-site supervisor for a minimum of 100 hours. The location may be in- or out-of-state, on a paid or unpaid basis. Course requirements include a weekly work log, a scheduled performance evaluation signed by the on-site supervisor, and an updated résumé, and cover letter.	1		Restricted to junior or senior computer science majors or minors. Written or electronic permission of the instructor or department chair. Does not count toward the 120-credit graduation requirement. May be repeated 3 times for credit.
English	English Internship	EN 090	Internships give students an opportunity for hands-on experience in career fields such as publishing, public relations, advertising, journalism, and law. Students must document at least 50 hours of work at the internship site over the course of the semester and will be periodically evaluated by their supervisor(s).	1		Written or electronic permission of the instructor. Internships may be paid or unpaid. Does not count toward the 120-credit graduation requirement. May be repeated for nondegree credit only. (Pass/Fail)

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English	English Internship	EN 099	Internships give students an opportunity for intensive, hands-on experience in career fields such as publishing, public relations, advertising, journalism, and law. Interns work with a faculty member to design a course that provides them with an opportunity to learn skills specific to a career. They are expected to work at the internship site for approximately 10 hours per week for a total of 150 hours.	3		Written or electronic permission of the instructor. Internships may be paid or unpaid, and they are ordinarily limited to fall or spring semesters with Baltimore-based companies, firms, or philanthropic organizations. Summer and out-of-town internships will be approved only under extraordinary circumstances and require the written approval of the department chair. Students should begin planning for the internship at least one month before registration during the semester before the internship takes place. May be taken once for degree credit, but does not count toward the English major or minor.
Management	Management Internship	MG 499	Combines practical work experience with applied classroom work and projects. Individual internship placements for found for students. Students must complete a minimum of 150 hours working at the organization/business on projects and activities assigned by the supervisor. Scheduled performance reviews are completed by the student's supervisor. Classroom projects include: multiple networking assignments related to the internship placement, conducting and submitting a written industry analysis, weekly written reports integrating learning from completed coursework and the internship, reading a specialized "readings list" related to the industry of the student's placement, and developing an updated resume and cover letter at the end of the internship	3	MG 201 or BH 201 and written or electronic permission of the department chair or instructor.	Only one internship course may count toward graduation requirements.

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Marketing	Marketing Internship	MK 499	Prepares students for careers in marketing through practical work experience and in-class discussion. With the assistance of the instructor, students select an internship site. They become familiar with the sponsor's marketing function and accomplish marketing related projects by working with a marketing professional for 150 hours. This experience is summarized in an internship resume for use in the job search process. Topics for class discussion include marketing career paths, marketing competencies sought by employers, time management, harassment in the workplace, resume writing, networking, and other topics focusing on professional success and self-development in the marketing environment	3	MK 240 or BH 240	Restricted to seniors.Only one internship course may count toward degree requirements.
Production and Operations Management	Internship in Operations Management	OM 499	Individual study and group preparation and reflection while working for an organization. Students work with an operations or information systems professional, performing duties which are matched with Loyola coursework. Each internship is constructed by an operations management professor in conjunction with the on-site supervisor. Students work with the professor before engagement and at end of the term.	3	OM 330 or BH 330	Restricted to seniors or written permission of the instructor.Only one internship course may count toward graduation requirements. Close Close
Psychology	Field Experience in Psychology	PY 435/PY436	By special arrangement with an individual and a selected agency, the student will engage in a supervised experience designed to develop psychological skills in a practical setting.	3	PY101	Restricted to junior or senior psychology majors. Written or electronic permission of the director of undergraduate field education required. Fulfills Group I requirement.
Writing	Writing Internship	WR 402	Students plan and apply for a supervised, semester-long internship in writing in a professional workplace that focuses on writing-related activities such as editing, teaching, publishing, copy editing, media writing, or corporate communications. Students must keep detailed records, complete online assignments, and meet with the internship coordinator while performing at least 50 hours of work at their chosen site. Emphasis on developing practical writing abilities including a portfolio.	1		Restricted to junior or senior writing majors, interdisciplinary writing majors, or writing minors.Written or electronic permission of the internship coordinator or department chair. Does not count toward the 120-credit graduation requirement. May be repeated for nondegree credit only. (Pass/Fail)