

Loyola University New Orleans
Career Development Center

Loyola University New Orleans Student Intern Handbook

As a student intern, you are a representative of Loyola University New Orleans. You are expected to be punctual and prepared for your work days at the internship site. If you experience any problems at your internship site that you are not comfortable talking to your site supervisor about, please contact Jill Boatright (boatrigh@loyno.edu) immediately.

By reporting your internship on Handshake, you are agreeing to the terms below.

Terms of being a Loyola University New Orleans Student Intern:

As a Loyola University New Orleans intern, I will

- Abide by the [Student Code of Conduct](#) when at my internship site and/or when completing tasks related to my internship.
- Complete the number of internship hours required by the course for which I am receiving academic credit and listed in my internship course syllabus.
- Track my internship hours with my site supervisor.
- Observe the rules and customs established by the internship site. This includes dress codes, cell phone usage, etc.
- Complete all additional assignments pertaining to the internship as indicated by your instructor and/or listed in your internship course syllabus.
- Contact my internship site supervisor as soon as possible if I need to be absent due to illness or unforeseen circumstances.
- Read the information below regarding rights as a student intern, discrimination and harassment, and how to report any incident of discrimination or harassment.
- Contact Jill Boatright, Director of Career Development if I have any questions or concerns during my internship.

Student Intern Rights:

All interns (paid and unpaid) have the same legal rights as State employees in regards to protection against discrimination and harassment.

Discrimination and Harassment in the Workplace?

Workplace harassment is unwelcome conduct from a boss, coworker, group of coworkers, vendor, or customer whose actions, communication, or behavior mocks, demeans, puts down, disparages, or ridicules an employee. Physical assaults, threats, and intimidation are severe forms of harassment and bullying.

Harassment may also include offensive jokes, name-calling, offensive nicknames, pornographic images on a laptop, and offensive pictures or objects. Interfering with an employee's ability to do his or her work is also considered to be a form of harassment.

Examples of sexual harassment may include the following:

- Unwelcome sexual advances or requests for sexual favors based upon gender, sexual orientation, gender identity or gender expression;
- Unwanted physical contact, including touching, pinching, or brushing the body;
- Verbal harassment, such as sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats, epithets, slurs, or negative stereotyping;
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, obscene gestures, written or graphic material that defames or shows hostility or aversion toward an individual or group because of gender, sexual orientation, gender identity, or gender expression;
- Repeated, unwelcome requests for social engagements; Questions about sexual behavior or preference; and
- Acts of physical aggression, intimidation, hostility, or threats
- Stalking;
- Sexual assault;
- Relationship/Dating Violence; and
- Domestic Violence.

Direct discrimination in the workplace is when a person treats, or proposes to treat, someone unfavourably because of a personal characteristic protected by law. Direct discrimination often happens because people make unfair assumptions about what people with certain personal characteristics can and cannot do.

Indirect discrimination occurs when an unreasonable condition is imposed that disadvantages a person with a personal characteristic protect by law. Indirect discrimination happens when a workplace policy, practice or behaviour seems to treat all workers the same way, but it actually unfairly disadvantages someone because of a personal characteristic protected by law.

Demeaning another individual regarding a protected classification is illegal and discriminatory. As a form of employment discrimination, harassment can violate Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Questions? Concerns?

If you feel like you are a victim of workplace harassment or discrimination, please contact the following Loyola University New Orleans Employee:

Jill Boatright, Career Development Center Director
boatrigh@loyno.edu | 504-865-3860 | Monroe Library-Student Success Center

If you feel uncomfortable reporting an incident to Jill Boatright, you may reach out to:

Rachel Dierman, *Employment Manager*

rdirmann@loyno.edu | (504) 864-7768 | Mercy Hall-Human Resources

The benefits of participating in an internship:

- Career related experience
- Gains practical knowledge
- Opportunity to explore career avenues
- Valuable work experience for resumes
- Potential to earn academic credit
- Increased self-confidence
- Enhanced conventional classroom learning methods
- Letter of recommendation from departments supervisor
- Obtain references from co-workers

Student Intern Best Practices:

- Arrive early at your agreed upon scheduled intern days
- Be prepared with any pertinent documents, technology, questions, information asked of the supervisor
- Address your supervisors as Ms. or Mr. until told otherwise
- Do not use your intern hours for social calls or texting
- Be proactive-start addressing needs from Day 1
- Stay until your task is finished-follow through
- Be mindful of the company culture and workplace environment