

Department of Management

Student Internship Agreement



Today's Date: **February 11, 2009**

Student Information

Last:		First:	M.I.
Student ID:		Phone Number:	
Mailing Address:		City:	
State:	ZIP:	Email Address:	

Sponsor and Advisor Information

Name of Sponsoring Organization (the company for whom you will work):	Name of Supervisor:
Mailing Address:	E-Mail Address:
	Phone Number:

Name of COB Advisor:	Phone Number:	E-Mail Address:
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Work Schedule

Indicate the time period you will work: Start Date End Date

Number of hours you will work per week: Number of Credits:

Registered for (Specify Course):

Semester working (Place an X in the appropriate box): SP SU FA

Pay (\$ / hr.):

Job Description

A brief description of your duties. This is used to determine whether or not the position will be applicable to your field of study and eligible for internship credit :

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Student's Personal Learning Objectives

List one or two specific goals describing the knowledge you plan to obtain or the management skills you will develop during this internship. While your goals may change during the semester, the following objectives are typically the basis for your final report (i.e., these objectives will be compared to the content of your final report.)

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Student Obligations

By signing the statement below, the student is agreeing to:

1. Submit monthly activity reports in a timely manner.
2. Have their supervisor submit an evaluation during the last week of the semester within which you have your internship.
3. Submit a final report using the provided form and instructions during the last week of the semester.
4. Inform the Internship Coordinator of any changes to the internship agreement (i.e., hours, pay, responsibilities, etc)

NOTE: It is the student's responsibility to make sure the internship elective credits will satisfy requirements toward graduation. The best way to do this is by discussing it with your faculty advisor.

Signatures

The following signatures indicate receipt and understanding of this Student Internship Agreement.

Student		Date	
Internship Coordinator		Date	