**Eckelkamp College of Global Business & Professional Studies**

**Internship in Business Administration Agreement Form**

**Course information**

BSA 435 Internship in Business Administration (3-9 credits)

A supervised experiential-learning course that requires the student to apply the theoretical and practical knowledge obtained in their coursework to an actual work environment. This course will require the student to think critically about the application of business theories and practices to the workplace. The student will be required to identify the specific business theories and practices being utilized in their setting and analyze their application, including their appropriateness and effectiveness. This course will include, among other assignments, a comprehensive term paper and a formal presentation. The employer-supervisor will be responsible for submitting a formal evaluation of the student’s performance at the completion of the semester. The student must clock a minimum of 150 hours and a maximum of 320 hours in the actual work environment and during the semester in which he/she is registered for this course. Prerequisite(s): Junior or senior status. FA, SP, SU

**Expectations for on-site supervisor**

The role of the on-site supervisor is to provide the student with an experience that will better prepare them for their professional career. The student should be given work to complete consistently throughout the internship. The supervisor should ensure that the student works the number of hours required for the number of credits for which he or she is registered (see above). In addition to supervising the student in the work assigned, the supervisor should ideally act as a professional mentor for the student, helping him or her to learn the norms, expectations, and consequences one might encounter in a professional setting. The faculty internship supervisor may check in with the on-site supervisor periodically to ensure the student is completing the internship hours and work. Finally, once the internship has been completed, and before a grade is assigned, the faculty supervisor will request a report from the on-site supervisor (via phone, email, or in person) regarding the student’s performance.

**Expectations for student**

The student is expected to negotiate a work schedule with the on-site supervisor that will allow him or her to complete the required number of work hours per the number of credits for which he or she is registered by the end of the term. The student is expected to keep a daily journal detailing the work being done as well as the knowledge gained from it. Electronic copies of the journal should be submitted to the faculty supervisor each week by the deadline agreed upon by the student and faculty member. At the end of the term, the student will be required to submit to the faculty supervisor a synthesis paper detailing the internship work and reflecting on the experience (note: number of work samples and page length for paper will depend on number of credits for which the student is registered).

**Internship Information**

**Name of student intern** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of organization and department \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On-site supervisor information**

Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Phone # **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Email \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Terms of the internship**

Number of credit hours for which student is registered \_\_\_\_\_\_\_\_\_

Will the intern be paid? \_\_\_\_ Yes \_\_\_\_ No Hourly rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates for duration of internship \_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_

Number of hours of work student must complete in order to earn credit \_\_\_\_\_\_\_\_\_\_

Weekly deadline for journal submission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length requirement for synthesis paper \_\_\_\_\_\_\_\_\_\_\_\_

Description of the work student will be asked to perform (to be completed by onsite supervisor):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By signing below, you are agreeing to the expectations and terms for this internship.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of onsite supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of student intern Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of faculty supervisor Date