Barney School of Business Graduate Internship Contract

DIRECTIONS: Attach supervisor’s business card to this contract.

I. Student
Name: ________________________________________ Student ID#: _____________________
Local Address: _________________________________________________________________
_____________________________________________ Email:___________________________
Phone: (H)_____________________________ (W)____________________________________
Faculty Supervisor: _____________________________________________________________
This Contract is for: __________Fall __________Spring _________Summer 20_____________

II. Sponsoring Organization: ______________________________________________________
Address: ______________________________________________________________________
______________________________________________________________________________
Supervisor’s Name:________________________________________ Phone:________________
Email:__________________________________________________ Fax:___________________

III. Course
Course No.: _____________________________________ For: ______________ Credits
(Minimum Requirements: 75 hours in work experience per academic credit hour)
Approximate number of hours per week to be spent with sponsoring organization: __________
Starting Date: __________________________ Completion Date: _________________________

II. Signatures
Signature of Student:________________________________________ Date: ______________
Signature of Supervisor:_______________________________________ Date: ______________
Signature of Faculty Supervisor:_________________________________ Date: ______________
Academic Services:____________________________________________________ Date: ______________
Job Description

II. In conjunction with your intern, give detailed description of his/her responsibilities. These responsibilities should relate to the student’s educational goals.

Educational Goals

III. What are your learning objectives for enrolling in the Barney School Internship Program? Please use specific examples.
Student Evaluation

IV. How will student be evaluated for grade?
   (To be filed out by faculty supervisor)

**Grading:**

- Weekly Journals: 25%
- Final Paper: 25%
- Supervisor Evaluation: 50%

**The Weekly Journal:**

Each journal will provide a description of the student’s activities, and what the student has learned and accomplished during the week plus the number of hours worked.

**The Final Paper:**

Each student will submit an 8-10 page paper (double-spaced) at the end of the internship.

The paper must discuss the following items:

- Your overall internship experience, including how you found your internship.
- How you accomplished your Educational Goals, or if not, why not.
- How you applied the business knowledge you learned in the classroom to your work.
- How you will apply what you learned in the workplace to the classroom.
- Your reactions to employment in industry.

**The Supervisor’s Evaluation:**

Upon completion of your internship experience, your faculty advisor will contact your supervisor and send her or him the internship evaluation form. The evaluation form will be attached to your learning contract and will be a permanent part of your academic record. The form has four sections.

- Several performance categories for ratings from poor to excellent
- Space to discuss the student’s strengths
- Space for advice for the student
- A request for a letter grade for the student