

FOR-CREDIT INTERNSHIP CONTRACT: BUSINESS AND ACCOUNTING

Internships provide a positive learning experience for students by allowing the development of professional skills and an assessment of possible career paths. Further, these experiences enhance a student's marketability for future employment and other career opportunities.

Bloch School internships range from one-to-three credit hours per semester. Students must work at least 50 hours on the job for each one credit hour of internship. The credit may be used as elective credit in a student's degree program and are supervised by a Bloch faculty member. Such experiences are not simply part-time jobs; rather, they provide a more significant professional opportunity (as noted on the back of this contract). Job duties and related responsibilities are expected to revolve around the student's academic program and coursework. It is important to note that internship credit is not available for duties performed in current or prior employment. Grading for internships is on a credit/no credit basis. Students are limited to no more than six hours of independent study and internship credit. Regular course fees are assessed for internship credits.

This contract must be signed by the student, the internship provider, and the faculty sponsor. Once these signatures have been obtained, the contract and learning agreement are submitted to the student's assigned advisor to initiate creation of the class and enrollment approval. The contract must be filed prior to the start of the internship. Please answer all questions.

International students must also complete Curricular Practical Training requirements outlined on the International Student Affairs website. Employment authorization must be granted before you can begin working.

Student Information			
_____	_____		
Student Name	Student Number		
_____	_____		
E-Mail Address	Telephone Number		
_____	_____	_____	_____
Mailing Address	City	State	Zip
Degree Program (circle one): BBA BS Actg MBA MS Actg MSERE MSF			
Emphasis Area (if applicable): _____		# hrs for internship class _____	
Academic Semester (check one): Fall _____ Spring _____ Summer _____			
Proposed Start Date: _____		Proposed Completion Date: _____	
Course Number (circle one): UG: ACTG 496 DSOM 496 ENT 496 FIN 496 HLTH-ADM 496			
MGT 496 MIS 496 MKT 496 PUB-ADM 496 RL-EST 496			
Grad: ACTG 5595 DSOM 5595 ENT 5595 FIN 5595 MGT 5595 MKT 5595 RL-EST 5595			
Bloch Faculty Sponsor: _____			

Sponsoring Organization			
_____	_____		
Organization	Nature of Operation		
_____	_____		
Address	City	State	Zip
_____	_____	_____	_____
Contact/Supervisor	Title/Position		
_____	_____		
Telephone	E-Mail Address		
_____	_____		
Will you receive payment for this internship? _____		Is this internship fully remote? _____	

Under terms of this contract:

➤ The student agrees to:

- Perform all assigned tasks in a quality manner and to the satisfaction of the internship provider.
- Adhere to all personnel rules, regulations, and other standard requirements of the host organization, including regular and timely reporting to the internship site.
- Report serious health, safety, and personnel problems to the internship provider and the Bloch faculty sponsor.
- Accept no other employment opportunities that run concurrently with the internship period unless approved in advance by the internship provider and the Bloch faculty sponsor.
- Follow the credit-determination guidelines (and deadlines) that are spelled out in the learning agreement created with your faculty sponsor.

➤ The internship provider agrees to:

- Provide an enriching professional work experience for the student with a specific set of projects or work product that stress higher-level skills of thinking and analysis, with a minimal number of routine administrative tasks (such as filing, answering the phone, running errands, and basic word processing).
- Provide a personal workspace.
- Work directly with the student when finalizing the expectations, hours, duties, and overall goals described in this contract.
- Employ the student at least 50 hours for each credit hour earned by this internship arrangement unless the agreement is terminated for cause.
- Have on-going communication with the student about his or her performance and notify the Bloch faculty sponsor of any problems.
- Complete a performance evaluation at the conclusion of the internship that will be sent to the Bloch faculty sponsor on a timely basis, prior to completion of the semester if possible.

➤ The faculty sponsor agrees to:

- Coordinate the internship experience and provide related administrative support for the internship provider and the student.
- Make at least one contact with the internship provider during the semester.

I agree with all components of this learning contract and its attachments.

Student Signature: _____

Date: _____

Faculty Internship Sponsor Signature: _____

Date: _____

Internship Provider Signature: _____

Date: _____

RETURN COMPLETED AND SIGNED CONTRACT AGREEMENT TO YOUR ACADEMIC ADVISOR.