

## 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.

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.

<b>Student Information</b>	
_____	_____
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): <b>UG:</b> ACTG 496    DSOM 496    ENT 496    FIN 496    HLTH-ADM 496	
MGT 496    MIS 496    MKT 496    PUB-ADM 496    RL-EST 496	
<b>Grad:</b> ACTG 5595    DSOM 5595    ENT 5595    FIN 5595    MGT 5595    MKT 5595    RL-EST 5595	
Bloch Faculty Sponsor: _____	

<b>Sponsoring Organization</b>	
_____	_____
Organization	Nature of Operation
_____	_____
Mailing Address	City                      State      Zip
_____	_____
Contact/Supervisor	Title/Position
_____	_____
Telephone	E-Mail Address
_____	_____

**Working with a supervising faculty member, prepare a one-to-two page, word-processed (i.e., typed) document that summarizes the proposed learning arrangement.** The document would normally include, among other things:

- A description of the intern’s duties and responsibilities, and any special training that is offered by the internship provider
- What you intend to learn through the internship in terms of professional experience (i.e., the learning objectives)
- How credit for the course will be determined (e.g., submission of a journal<sup>1</sup>, submission of a paper at the end of the internship experience and/or a PowerPoint presentation of the internship experience<sup>2</sup>, meetings with the faculty sponsor, deadlines, summarization of the internship experience by the provider, etc.)

This write-up must be approved by the sponsoring faculty member and the internship provider and attached to this form.

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 CONTRACT AND LEARNING AGREEMENT TO YOUR ADVISOR.**

<sup>1</sup> The journal should summarize how your time was spent, what you learned, what went right, what could have gone better, and so forth. The journal should be updated at the end of each week and submitted as requested by the faculty sponsor.

<sup>2</sup> The paper and/or presentation should be based on the journal and be linked to the internship’s learning objectives. It is especially important to illustrate linkages between the internship experience and your academic coursework.