**NOT FOLLOWING THE INSTRUCTION SHEET WILL DELAY THE PROCESSING OF YOUR APPLICATION**

Deadline for Application:
Fall/Spring Semester: 4th class day after start of semester.
Summer: 2nd class day after start of semester.

Registering for Internship:
The following documents must be completed as outlined below and returned to the Internship Office (Moody 204) in a timely manner in order to be registered for an internship:

<table>
<thead>
<tr>
<th>NAME OF SHEET</th>
<th>PAGE</th>
<th>WHO’S RESPONSIBILITY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Application</td>
<td>7-8</td>
<td>The Student</td>
</tr>
<tr>
<td>Internship Contract Packet</td>
<td>9</td>
<td>The Student</td>
</tr>
<tr>
<td>Internship Information Sheet</td>
<td>10</td>
<td>The Supervisor OR The Student</td>
</tr>
<tr>
<td>Internship Learning Agreement</td>
<td>11-13</td>
<td>The Supervisor OR The Student</td>
</tr>
<tr>
<td>Internship Learning Contract</td>
<td>14-16</td>
<td>The Supervisor OR The Student</td>
</tr>
</tbody>
</table>

Pages 1-6 should NOT be returned with the application.

The Supervisor is to keep the Work Evaluation (Page 4) until the end of the internship.

Please include your CLID on the bottom of each page of the application.

THE FOLLOWING SIGNATURES ARE NEEDED BEFORE AN APPLICATION IS CONSIDERED COMPLETE:
- Employer’s Signature on page 13 and 15
- Student’s Signature on page 8 and 15
- Faculty Advisor’s Signature on page 16

Once the Student Internship Application is complete and (Pages 7 -16) returned to the Internship Office, the student will be registered for the course if qualifications are met.

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>FACULTY ADVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Pam Meyer</td>
</tr>
<tr>
<td></td>
<td>MX 301 482-6083 <a href="mailto:pmeyer@louisiana.edu">pmeyer@louisiana.edu</a></td>
</tr>
<tr>
<td>Economics, Finance, and Insurance and Risk Management</td>
<td>Anthony Greco</td>
</tr>
<tr>
<td></td>
<td>MX 344 482-6669 <a href="mailto:ajg1979@louisiana.edu">ajg1979@louisiana.edu</a></td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>Johnathon Trahan</td>
</tr>
<tr>
<td></td>
<td>MX 302 482-1580 <a href="mailto:jtrahan@louisiana.edu">jtrahan@louisiana.edu</a></td>
</tr>
<tr>
<td>Management</td>
<td>Oliver J. “Buster” LeBlanc, III</td>
</tr>
<tr>
<td></td>
<td>MX 225 482-6654 <a href="mailto:ojl1383@louisiana.edu">ojl1383@louisiana.edu</a></td>
</tr>
<tr>
<td>Marketing</td>
<td>Lucy Henke</td>
</tr>
<tr>
<td></td>
<td>MX 353 482-6348 <a href="mailto:henke@louisiana.edu">henke@louisiana.edu</a></td>
</tr>
<tr>
<td>Petroleum Land Management</td>
<td>Oliver J. “Buster” LeBlanc, III</td>
</tr>
<tr>
<td></td>
<td>MX 225 482-6654 <a href="mailto:ojl1383@louisiana.edu">ojl1383@louisiana.edu</a></td>
</tr>
<tr>
<td>MBA Internships</td>
<td>Bob Viguerie</td>
</tr>
<tr>
<td></td>
<td>MX 328 482-5882 <a href="mailto:mbadirector@louisiana.edu">mbadirector@louisiana.edu</a></td>
</tr>
</tbody>
</table>
Mission

The mission of the Moody College of Business Administration’s Internship Program is to provide undergraduate and graduate students an opportunity to integrate theoretical knowledge gained in the classroom with practical job experience in preparation for postgraduate employment.

Minimum Student Qualifications

To be eligible for the Business Internship Program, you must:
1. Be enrolled in a major program of study in the Moody College of Business Administration at the University of Louisiana at Lafayette.
2. Have an adjusted GPA 2.5 or above (adjusted GPA of 2.3 for HMGT & PLRM majors ONLY)
3. Be classified as at least a Junior with Upper Division status.
4. Get approval from the Internship Advisor and the Internship Director.
5. Receive a salary of at least minimum wage (Exceptions made on occasion)

In addition, please note the following course-specific requirements:
- ACCT 398 and 498: “C” or better in ACCT 302
- HMGT 498: HMGT 331, HMGT 351, HMGT 371, MKTG 345, MGMT 320, and ACCT 202 must be completed with a grade of “C” or better in each. This internship must be completed in the last 18 hours of coursework.
- MGMT 475: Must be PLRM major.
- MKTG 398: Completed at least 9 hours of MKTG courses with “C” or better in each

Business majors with a business minor may elect to complete an internship in their minor field of study. The appropriate Internship Advisor and the Internship Director must approve the application for the internship. Graduate students, by virtue of admission, already meet the aforementioned requirements, but do need approval from the MBA Director before proceeding with the application.

Benefits to the Student

- Builds resume by providing a record of work experience which can help in securing full-time employment upon graduation.
- Helps develop self-confidence and a professional work ethic.
- Makes practical application of classroom principles and theories.
- Communicate and interact with professionals in the “world of work.”
- Build a network of professional contacts.
- Gain exposure to real-world scenarios in the workplace.
- Supports career development and performance management
- Clarifies career goals through exposure to a variety of career opportunities
- Return to the University with renewed interest and a new perspective on learning.
- Supplements other college financing.
- Earn academic credit toward graduation.
Benefits to the Participating Organization

- Cost effective way to fill short-term needs without long-term commitment (temporary or seasonal positions).
- Cost effective way to recruit and evaluate potential employees.
- Permanent staff freed up for more important/creative assignments.
- Management experience for employee that supervises the intern.
- Maintain constant source of fresh ideas and insights into your organization.
- Benefit from cutting edge technology, perspectives, and relevant skills currently being learned in the classroom.
- Satisfaction of training and developing the next generation of workers.
- Develop partnership with Moody College of Business.
- Contribute to education.

Evaluations

Evaluations are made to improve future internships.

1. Work supervisors evaluate the performance of interns using a standard instrument.
2. Interns complete a standard evaluation instrument and write a report on their internship experience.
3. Interns complete an evaluation of their employer.
Work Supervisor Evaluation of Student Intern
B. I. Moody III College of Business Administration
Internship Program
University of Louisiana at Lafayette
**Not to be completed until end of internship**

<table>
<thead>
<tr>
<th>Work Supervisor’s Name</th>
<th>Work Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th>Work E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Student Intern’s Name</th>
<th>Semester/Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions**: The intern’s *work supervisor* is requested to evaluate the student on the following criteria:

<table>
<thead>
<tr>
<th>Ability to work well with others</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Poor</th>
<th>Very Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude toward work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to learn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intern’s benefit from program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision-making ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to apply academic training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall Performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attendance: _____ Regular _____ Irregular
Punctuality: _____ Regular _____ Irregular

Recommended Grade:
What traits may help or hinder the student’s career advancement?

Additional Remarks (Use back of page if necessary):

SUPERVISOR’S SIGNATURE ___________________________ Date __________

**SUPERVISOR MUST SUBMIT PAGE DIRECTLY TO THE INTERNSHIP OFFICE VIA EMAIL AT internship@louisiana.edu**
Student Evaluation of Employer
B. I. Moody III College of Business Administration
Internship Program
University of Louisiana at Lafayette
**Not to be completed until end of internship**

Student’s name:
Company name:
Semester of internship:

This evaluation form pertains to the work experience component of your internship. It will not be shown to your internship employer. It is for the use of the Moody College of Business Administration Internship Program and your department.

Please rate how well the internship contributed to your personal and professional development on the following dimensions using a 1 to 5 scale, where 1 means the internship did not contribute at all to your development on this dimension and 5 means the internship contributed a great deal to your development on this dimension.

How well did the on the job experience in the internship contribute to your:

<table>
<thead>
<tr>
<th></th>
<th>Did Not Contribute</th>
<th>Contributed A Great Deal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional development:</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Verbal communication skills</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Written communication skills</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Visual/presentation skills</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Technical skills</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Interpersonal skills</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Organizational skills/responsibility</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Ability to make additional career decisions</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Understanding of your major field</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

How much do you agree or disagree with each of the following statements?

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>My supervisor strove to enhance my learning experience.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>My supervisor was conscious of my needs as an intern.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>My supervisor ensured that I had adequate direction for my work.</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>I was given an adequate amount of responsibility</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

CLID: ________________ 5
I was given professional level assignments.  
The internship included an adequate training component.  
My coursework prepared me for this employment experience.

Comments:

Any interesting stories, surprises, or challenges?

What suggestions can you offer for improving the internship experience?

Would you recommend this internship for future students? Why or why not?

Did you receive an offer of full-time employment from your internship employer? If so, did you accept?

***STUDENT MUST SUBMIT EVALUATION DIRECTLY TO THE INTERNSHIP COORDINATOR VIA EMAIL (internship@louisiana.edu) NO LATER THAN THE LAST DAY OF CLASSES.***
Student Application

B. I. Moody III College of Business Administration
Internship Program
University of Louisiana at Lafayette

Directions: Complete the form and return it to the Internship Office (Moody Room 204) before the deadline:
Fall/Spring: Four (4) days after the first day of classes. Summer: Two (2) days after the first day of classes.

Name: ___________________________________________ CLID: __________________________

(First) (Last) (MI)

Current Address: _________________________________________________________________

City: ___________________ State: _______ Zip: _______ Cell Phone: ____________________

Email Address: _________________________________________________________________

Work Phone: ___________________ Home Phone: _________________________

Permanent Address: _______________________________________________________________

City: ___________________ State: _______ Zip: _______ Phone: _______________________

Course Credit Desired
(Year) (Semester)

<table>
<thead>
<tr>
<th>Course Credit Desired</th>
<th>Semester/Year Internship Desired:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 398</td>
<td></td>
</tr>
<tr>
<td>ACCT 498</td>
<td></td>
</tr>
<tr>
<td>ECON 399</td>
<td></td>
</tr>
<tr>
<td>FNAN (Also for INS RM) 398</td>
<td></td>
</tr>
<tr>
<td>HMGMT 498</td>
<td></td>
</tr>
<tr>
<td>MGMT 398</td>
<td></td>
</tr>
<tr>
<td>MGMT (PLRM majors) 475</td>
<td></td>
</tr>
<tr>
<td>MKTG 398</td>
<td></td>
</tr>
<tr>
<td>MBA Course Credit TBD</td>
<td></td>
</tr>
</tbody>
</table>

Major

Minor (if applicable)

Classification

Junior Senior MBA

Adjusted GPA

Upper Division Status

Yes No

Core Courses in Major Completed

Yes No

I understand that I will need to meet with a Faculty Advisor, satisfactorily complete all required forms and reports, work at least 150 hours*, and complete the internship contract packet to receive credit for the course. I also agree to abide by all rules, regulations, and policies of the employer pertaining to my employment.

*PLRM majors are required to work at least 240 hours.

The University of Louisiana at Lafayette adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, creed, or national origin. This policy extends to all programs and activities supported by the University.

GENERAL RELEASE AND CONFIDENTIALITY AGREEMENT

I understand that the University of Louisiana at Lafayette reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions or in the general interest of the internship program.

It is expressly agreed that the internship site and use of any and all of its facilities shall be undertaken by me at my own sole risk and that the University of Louisiana at Lafayette shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or to my property arising out of or connected with the internship and with the

CLID: _________________ 7
use of any and all services, or facilities associated with the internship. I waive and hereby release the University of Louisiana at Lafayette, its governing board, officers, employees, and agents of and from any and all liability, causes of action, claims, or damages arising out of or related to any loss, damage, or injury sustained by any person (including myself) as a direct or indirect result of my participation in the internship.

I understand that the University of Louisiana at Lafayette is in no sense my employer, nor a party to contract. I further understand that the University has no control over industrial and other hazards to which I may be exposed while working for the employer; therefore, the University is not liable for any accident that may occur in connection with my internship employment.

I also understand that it is my responsibility to safeguard any information that I acquire through this placement that may be confidential by not revealing the identities of individuals, personal or sensitive information, except in written projects submitted as part of my internship experience. My internship is a privilege and a breach in confidentiality may lead to dismissal from the internship program. I have read the Confidentiality Statement and agree to its conditions.

Further, I hereby attest, to the best of my knowledge, that all the information I have provided in this form is correct.

Signature ___________________________________________ Date ____________________________
Internship Contract Packet

B. I. Moody III
College of Business Administration
Internship Program
University of Louisiana at Lafayette

Name_______________________________________

Major_______________________________________

Minor_______________________________________

Course_______________________________________

Semester/Year________________________________

Business_______________________________________

Faculty Advisor______________________________

If you have any questions, or would like to talk to someone about an internship, you may contact:

Sarah Duhon
Internship Coordinator
(MX 204, 337-482-5836)
internship@louisiana.edu

Dr. Brandi Guidry Hollier
Internship Director
(MX 256, 337-482-6211)
bng8618@louisiana.edu
THE UNIVERSITY OF LOUISIANA at LAFAYETTE
BUSINESS INTERNSHIP PROGRAM

Internship Information Sheet

DATE__________

NAME OF BUSINESS ____________________________________________________________

ADDRESS _________________________________________________________________ (Street) (City) (ST) (Zip)

SUPERVISOR’S NAME _________________________________________________________

SUPERVISOR’S TITLE __________________________ PHONE _______________________

EMAIL ________________________________________ WEBSITE __________________________

INTERNSHIP JOB TITLE(S) ___________________________________________________________________________

IS THIS YOUR CURRENT JOB? □ YES* □ NO

*If YES, indicate how long you have been employed with the company, give a brief description of your current job duties, and explain how this internship will differ. Use back if necessary.

INTERN JOB DESCRIPTION (Please give consideration to job duties, diversity of job activities, increasing job responsibilities, etc.)

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

INTERNSHIP JOB LOCATION: ____________________________

INTERNSHIP JOB REQUIREMENTS: ____________________________________________

________________________________________________________________________________________

Safety or special equipment required: Yes ______ No ______ If yes, what?

________________________________________________________________________________________

UNUSUAL FACTORS (e.g., safety risks, etc.) ___________________________________________

________________________________________________________________________________________

INTERNSHIP TRAINING PROGRAM (Specify training plans for intern student development)

________________________________________________________________________________________

INTERNSHIP STARTING SALARY / WAGE RATE ________________________________

COMPANY FRINGE BENEFITS ________________________________

CLID: _______________
AGREEMENT BETWEEN
THE UNIVERSITY OF LOUISIANA at LAFAYETTE
AND

(Name of Business)

This AGREEMENT made and entered into by and between The University of Louisiana at Lafayette, B. I. Moody III College of Business Administration, hereinafter referred to as “University,” and

(Name of Business)

(Street Address)

(City, State, Zip Code) hereinafter referred to as the “Business.”

WITNESSETH:
Whereas, the University and the Business share the following common objectives: (1) to provide practical experience and related instruction for students of the University enrolled in the internship program; (2) to improve the overall educational program of the University by providing opportunities for learning experiences which will permit the student to achieve advanced levels of professional competence and performance; and (3) to increase contacts between academic faculties and businesses for the fullest utilization of available teaching facilities and expertise.

NOW, THEREFORE, for and in consideration of the foregoing and in further consideration of the mutual benefits, the parties of this agreement agree as follows:

1. GENERAL INFORMATION

(a) The internship program is designed as a learning experience for the student to ensure a full and meaningful business experience.

2. RESPONSIBILITIES OF THE UNIVERSITY

(a) The University shall designate a faculty member to direct the program, which includes monitoring and assignment of eligible students to the Business.

(b) The Faculty Advisor may call or visit the Business at regular intervals to monitor the progress of the student and the continuing development of the program.

(c) The University will enforce rules and regulations that are mutually agreed upon by the University and the Business.
3. RESPONSIBILITIES OF THE BUSINESS

(a) The Business shall provide a planned, supervised program of business experiences.

(b) The Business shall maintain complete records and reports on each student’s performance and provide evaluations of the student as required on forms furnished by the University.

(c) The Business may request the University to withdraw any student from its facilities whose personal characteristics or performance prevent desirable relationships with the Business.

(d) The Business, shall, on reasonable oral or written request, permit the inspection of its facilities, services available for practice experience, student record, and such items pertaining to the Internship Program by the University, or agencies, or by both, charged with the responsibility for accreditation of the academic program.

4. RESPONSIBILITIES OF THE STUDENT

(a) The student is responsible for adhering to the administrative policies of the Business.

(b) The student is responsible for adhering to the proper dress code required by the Business.

(c) The student is responsible for procuring their own transportation to and from work.

(d) The student is responsible for reporting to the Business punctually and following all established regulations during the regularly scheduled operating hours of the Business.

(e) The student will not submit for publication any material relating to the internship experience without prior written approval of the Business.

(f) The student shall hold all privileged information concerning the operation of the Business or its customers in confidence.

5. TERMS OF AGREEMENT

This affiliation may be canceled by either party upon thirty days prior written notification.

This agreement may be revised or amended by the administrative officers of the two institutions with the approval of both parties. This document will be reviewed and revised as necessary.
6. **EMPLOYER ASSURANCE OF NON-DISCRIMINATION**

Assurance is hereby given that this employer's facilities available for use in connection with The University of Louisiana at Lafayette Business Internship Program are not used in any manner that discriminates by race, color, creed, national origin, or sex.

IN WITNESS WHEREOF, the parties have executed this agreement on this the __________ day of ______________________ 20______.

______________________________
Employer (Supervisor) Signature

______________________________
Director, B. I. Moody III College of Business Administration Internship Program
The University of Louisiana at Lafayette
THE UNIVERSITY OF LOUISIANA at LAFAYETTE
BUSINESS INTERNSHIP PROGRAM

Internship Learning Contract

This letter of agreement confirms the responsibilities of the Business, the Student Intern and the Faculty Advisor in the internship, the beginning and ending dates of the internship, and the due dates for the performance evaluations.

The size and function of the Business participating in the internship may, in some cases, require slight modifications of the procedures contained in this guideline. Significant modification of these procedures should be mutually approved in writing and signed by all of the parties signing the original agreement.

Beginning date of the internship: ______________________________
* Please note: You may not begin an internship until the first day classes for any given semester.

Completion date of the internship: __________________________________
* Please note: You must complete an internship on or just before the semester ends.

How much will the intern be paid? _______________________________

Position: ______________________________________________________

Location of work assignment: ________________________________

The Business is under no obligation to offer full-time employment to the Student Intern prior or after graduation. Likewise, the Student Intern is under no obligation to the Business after completion of the prescribed work period(s) for an Internship.

RESPONSIBILITIES

Student Intern: As the Student Intern enters the Business, he/she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include the following:

1. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.

2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.

3. Assuming personal and professional responsibilities for his/her actions and activities.

4. Maintaining professional relationships with the company employees, customers, and so forth.

5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.

6. Relating and applying knowledge acquired in the academic setting to the Business setting.
7. Developing self-awareness in regard to attitudes, values, behavior patterns, etc. that influence work.

8. Preparing for and utilizing conferences and other opportunities of learning afforded in the company.

9. Being consistent and punctual in the submission of all work assignments to the Supervisor and the Faculty Advisor.

10. Providing the Faculty Advisor with periodic progress reports.

**Employer:** It is the responsibility of the Employer to provide direct, on-the-job supervision of the Student Intern which includes the following:

1. Orienting the Student Intern to the company’s structure and operations.

2. Orienting the Student Intern to the company’s policies and procedures regarding appropriate professional and clerical staff.

3. Introducing the Student Intern to the appropriate professional and clerical staff.

4. Providing the Student Intern with adequate resources necessary to accomplish job objectives.

5. Orienting the Student Intern to the policies and procedures of the personnel department.

6. Affording the Student Intern the opportunity to identify with the Supervisor as a professional staff person by jointly participating in office interviews, meetings, conferences, projects, and other personnel and management functions.

7. Assigning and supervising the completion of tasks and responsibilities that are consistent with the Student Intern’s role in the company.

8. Consulting the Faculty Advisor in the event that the supervisor becomes aware of personal communication or other problems that are disrupting the Student Intern’s learning and performance.

9. Providing regularly scheduled supervisory conferences with the Student Intern.

10. Participating in joint and individual conferences with the Student Intern and Faculty Advisor regarding the Student Intern’s performance.

11. Submitting a final evaluation on the Student Intern’s job performance.
Faculty Advisor: The Faculty Advisor assumes overall responsibility for consultation with the Business and Student Intern on objectives, agreement, and other job-related tasks. The Faculty Advisor is available to the Student Intern in an advisory capacity with respect to assisting him/her with the stated objective of the internship. The role of the Faculty Advisor involves the following:

1. Individual placement orientation and introduction of the Student Intern to the nature and purpose of the internship.

3. Consulting with the Business Supervisor and Student Intern regarding the Student Intern’s performance as needed.

4. Assuming responsibility for the removal of a Student Intern from the internship setting whenever necessary.

AGREEED_________________________ DATE ______________
Faculty Advisor Signature

AGREEED_________________________ DATE ______________
Director, Internship Program