

Student and Supervisor Internship Agreement

This agreement serves as verification to participate in an internship experience. Students are expected to abide by company rules, policies and expected to attend work as agreed upon by supervisor.

Name of Student: _____

Name of Company/Organization: _____

Start Date (MM/DD/YYYY): _____

End Date (MM/DD/YYYY): _____

Total Hours of work expected (must meet a minimum of 135 hours of internship work to qualify for BUS 491 Internship Course credit): _____

Name of Supervisor: _____

Department of Supervisor: _____

Supervisor Email: _____

Supervisor Phone #: _____

Student must identify a minimum of 5 Learning Goals for Internship

1.) _____

2.) _____

3.) _____

4.) _____

5.) _____

Supervisor Responsibilities:

a) At the completion of the student's internship, complete a final evaluation of student's internship performance

b) Counsel the student, answering questions and discuss methods and operations and provide regular feedback regarding performance

- c) Agree upon the set dates of employment and hours for the duration of the semester
- d) Provide student with internship description of job duties and responsibilities
- e) Review and discuss student's Learning Goals for this internship experience

Please print this form, sign/date and email to BUSInternship@broad.msu.edu.

Student's Signature

Date

Supervisor's Signature

Date