

Department of Management and Marketing Internship Agreement

Western Illinois University - College of Business and Technology

The internship is designed to provide an opportunity for practical application of classroom theory in professional field work. The student, the instructor, and the business involved in the experience will all share in the responsibilities of this experience.

1. The student will spend no less than the agreed upon work hours in approved activities for which he/she will receive from one to twelve semester hours credit. The student will receive the agreed upon compensation from the firm. The student is expected to follow the rules, regulations, and policies of the company where he/she is an employee.
2. The College of Business and Technology will provide written guidelines to the intern specifying the requirements of the internship. A statement will be available to delineate philosophy and objectives of the internship, the scope of the internship, policies and procedures, and the form, records, and reports to be submitted.
3. The College of Business and Technology will provide the company, upon request, with a student resume, a Statement of Insurance, and a Waiver and Release Form. An evaluation of the firm's participation will be made upon completion of the internship.
4. The student may participate in planning his/her internship program and will submit regular reports to the Department of Management and Marketing Chairperson. He/she will have periodic conferences with the intern's designated supervisor, and participate in at least two evaluation conferences.
5. The company and the College of Business and Technology will jointly agree upon placement of a student in the firm after consultation with the student and in consideration of needs of the student in relation to what the business can provide. The student will arrange for an interview, if necessary, before a final decision is made. Upon selection of the business for placement, a general plan for the student during the entire experience should be developed in consideration of the student's goals and objectives for this experience.
6. The field experience should include worthwhile work activities related to the student's future career plans. The student should be given the opportunity to view his/her contribution in relation to the total organization's functions.
7. When necessary, the company may alter the above statements to make the requirements appropriate to the setting or to meet individual student needs. However, the College of Business and Technology must be notified of substantial changes.

Internship Firm

Firm Address

City

State

Zip

Agrees to the provision of the above statement for: (student's name)

Internship Start Date

Internship End Date

Internship Supervisor

Supervisor Phone

Supervisor E-mail

Student Signature & Date:

Internship Supervisor Signature & Date:

Department Chair/Director Signature & Date:
