

THE LANGUAGE IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, EITHER EXPRESSED OR IMPLIED, OR OTHERWISE ALTER THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ANY EMPLOYEE AND WINTHROP UNIVERSITY. WINTHROP UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART, AS NECESSARY.

College of Business Administration-Internship Agreement

Winthrop University-213 Thurmond Building

STUDENT INFORMATION (To be completed by the Intern)

Today's Date: _____

Number of Credits: __ Credit(s)

Class Enrolled In: _____

Semester/Year Enrolled: _____

Intern Name (Print Clearly) _____

_____@winthrop.edu
Email (Winthrop email will be primary method of communication)

Phone Number _____

Student ID # _____

Class/Graduation Year _____

Major _____

Minor Concentration _____

Faculty Liaison _____

Are you legally authorized to hold a paid off-campus internship in the U.S.? Yes ☐ No ☐

INTERNSHIP SITE INFORMATION (To be completed by Internship Supervisor)

For Profit ☐ Not for Profit ☐

Organization Name _____

Business License # or FEIN # _____
(do not provide a SS#)

State Issued _____

Direct Internship Supervisor _____

Supervisor's Title _____

Physical Address _____ Available for site visit? Yes ☐ No ☐

Supervisor Phone _____

Supervisor Email _____

Internship Projected Start Date: _____

Internship Projected End Date: _____

Est. Total Number of Weeks: _____ Est. Total Hours/Week: _____

Paid: Yes ☐ No ☐ If yes, \$ _____ / _____

Additional Compensation/Stipend: _____

Internship site/supervisor accepts sole responsibility for determining the existence of an employment relationship as described by the Fair Labor Standards Act (FLSA) Field Operations Handbook and for compliance with the FLSA and other state and federal wage-related laws and regulations.

For Office use only:

Date Received _____

Correspondence sent to employer ☐

Correspondence sent to student ☐

Est. Mid-Point _____

Other: _____

LEARNING AGREEMENT: Internship Job Description (To be completed by Internship Supervisor)

Attach a separate sheet for an actual job description if available. The job description is to be determined by the Internship Supervisor, and approved by the Faculty Liaison/Instructor of Record, Department Representative/Faculty Member and the Director of External Relations. The **Internship Supervisor** should use the space below to describe the tasks, projects and learning outcomes for the intern in as much detail as possible. This will serve as the written agreement between all parties involved. **Internship Agreement is not valid until approved by all parties.**

Intern Tasks/Role:

Specific Projects Intern will work on/assist with:

Learning Outcomes for Intern:

Additional Comments regarding Internship:

I have read the agreement and will fulfill the duties and responsibilities outlined for the internship and the academic requirements for completing the internship course for credit.

Intern's Signature

Date

I approve of and agree to the Learning Agreement. I agree to abide by all the Equal Opportunity/Affirmative Action and other related federal and state laws and regulations in the hiring of Winthrop University students. I agree that the company will instruct/orient the student on company policies/procedures, and provide a safe working environment.

Internship Supervisor's Signature

Date

Answer the following questions to complete your internship application for your particular site. These answers in addition to your Learning Agreement must be reviewed and approved by your **Faculty Liaison/Department Chair or Instructor**. Once the Learning Agreement and Personal Learning Goals are completed and approved, bring them to the External Relations in 213 Thurmond to finalize your internship.

1. Explain how this internship will add to your educational experience at Winthrop University.
2. What professional and personal goals do you hope to achieve while at this internship? (Be specific)

Listed below are specific assignments that will be required of all students completing an internship in order to satisfactorily complete the experience and receive academic credit. Please indicate any other assignments that will be required during this work experience:

Other:

I approve of the Learning Agreement & Personal Learning Goals. Learning agreement is valid for course credit.

Date _____

Date _____

Date _____

INTERNSHIP PROGRAM GUIDELINES (To be completed by the intern)

Students participating in Winthrop University's College of Business Administration Internship program are required to:

- Be actively enrolled as a Junior, Senior or Graduate student in a degree program in the College of Business Administration.
- Maintain minimum cumulative GPA requirements: 2.5 for most undergraduate programs, 2.75 for undergraduate Accounting, 3.0 for graduate students.
- Complete course requirements prior to internship placement.
- Submit a resume as part of the application for internship.
- Attend orientation session for interns.
- Perform all tasks assigned to the best of their ability, meet all standards and conditions of employment, and abide by the work schedule established by the employer.
- Maintain strict confidentiality of all employer proprietary information.
- Keep internship course instructor informed of any changes in supervision, duties, or special situations that may occur during work experience.
- Work a minimum of 150 hours over the semester; graduate students work 200 hours.
- Attend required meetings of internship class.
- Maintain and submit for evaluation a detailed journal of work experiences and achievements.
- Submit a final written evaluation of the work experience.
- Submit a final paper summarizing the educational benefits and managerial focus of the internship experience; graduate students to submit a written management project of the industry, profession, and/or business function.
- Remain in assigned work experience position for the duration of the assignment.

**Note: Students receiving financial aid should contact the Financial Aid Office regarding how accepting a paid internship position will affect their financial aid.*

International students must receive employment authorization from the office of International-Intercultural Student Services before beginning paid employment.

PERMISSION TO DISTRIBUTE INFORMATION: I grant permission to the Internship program coordinator to submit my resume and other relevant documents to prospective employers with the intentions of an internship position. Employer requests for official transcripts are made through the internship program and/or directly to me, whereupon it will be my responsibility to provide transcripts. All referrals of information will be made in accordance with the policies of the Confidentiality of Student Records and the Privacy Act of 1974.

LIKLIHOOD OF EMPLOYMENT: I understand that applying for an internship does not guarantee me a position.

AGREEMENT: I agree to comply with the terms and conditions of the College of Business Administration Internship Program and to meet all requirements set forth by the employer and the faculty supervisor. In addition, I will not terminate my employment early without the written consent of the course instructor and chair of the department or college dean.

Student Signature

Date

This student meets academic standards and prerequisites of the internship program and therefore has my approval to participate.

Internship Coordinator or Course Instructor Signature

Date

Student Services/MBA Office Representative Signature

☐ Class Prerequisites Met _____
☐ GPA Requirement Met _____
☐ Meets POS Requirements (MBA) _____

PROFESSIONAL CONDUCT EXPECTATIONS (To be completed by the intern)

Winthrop University College of Business Administration
Live. Learn. Lead.

An academic internship is an opportunity to live, learn, and lead. As a business professional, the internship should be viewed from the standpoint of employment in terms of the level of commitment. This means that regardless of whether the internship is paid or unpaid the student will have the same regard for the experience because it is a “professional” position. Employment is considered a binding agreement between an employer and employee. Internships should be seen as a binding agreement also. Students will abide by company policies regarding appropriate dress, professional conduct, safety, customer service, and moral and ethical behavior. In addition students should display a professional work ethic which includes:

- Be on time and be prepared for all interviews. If you agree to an interview for a position, you are expected to follow through with the interview and be professionally dressed and prepared to answer questions. It is NOT appropriate to just miss an interview. If an emergency arises, call the interviewer, tell them what happened, and ask if it is possible to reschedule.
- Be courteous and thoughtful – Take nothing for granted and always show appreciation for any given opportunity. Send thank you notes after interviews, and at the beginning and end of the internship.
- Be at work as scheduled – Absentees should be avoided at all costs and reserved for “dire” emergencies only. You should notify your employer as soon as possible of any scheduling issues, preferably 24 hours in advance or according to the company’s policies. You do not miss work to handle course assignments. Other appointments should be scheduled around your work schedule.
- Be on time for work and meetings – Timeliness is critical to career success, lateness is not an option. You may even arrive early to show initiative.
- Meet deadlines – All work assignments should be completed on time regardless of how “mundane” they may appear (without exception).
- Seek clarification as needed – Always seek the appropriate supervisor when in doubt. Do not make any major decisions without first seeking advice. Do not complete a work assignment that you are unsure of. Ask for clarification.
- Dress to impress – Dress appropriately for the work environment. Most companies require business or business casual attire. If in doubt ask for information regarding the company dress policy, (no sneakers, T-shirts or spike heels with bare legs please)!
- Exhibit Emotional Intelligence at all times – Mind your manners and manage your emotions. Self-control is the key; understand how you impact others and be aware of your non-verbal cues. Always seek to understand and then be understood (Steven Covey).
- Get your foot in the door – This is a perfect opportunity to land a full-time position or secure an outstanding reference; make good use of it.

By signing below you acknowledge that you have read and understand the professional conduct expectations outlined above. By signing you agree that if you violate any of the above guidelines you may no longer be eligible for assistance from the College of Business in securing an internship or future opportunities.

Student Signature

Printed Name

Date