



## SCHOOL OF BUSINESS ADMINISTRATION INTERNSHIP WORK LEARNING AGREEMENT

Course Number: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Credits: \_\_\_\_\_ Semester of Internship: ⑤ Fall ⑤ Sp ⑤ Su 20\_\_\_\_

Internship Period: Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ to End Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

E-mail: \_\_\_\_\_

Address During Internship: \_\_\_\_\_  
Street City, State, Zip Code

Phone Number (\_\_\_\_)-\_\_\_\_\_ Campus Box #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Internship Site Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
City, State, Zip Code Street

Phone Number (\_\_\_\_)-\_\_\_\_\_ Fax Number: (\_\_\_\_)-\_\_\_\_\_

Site Supervisor: \_\_\_\_\_  
First Last Title

Site Supervisor Email Address: \_\_\_\_\_

The undersigned approve of this internship and concur with all the terms of this work learning agreement.

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SBA Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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### EVALUATION METHODS:

Site Supervisor Evaluation \_\_\_\_\_% Final Paper \_\_\_\_\_% Journals \_\_\_\_\_%

Work Samples \_\_\_\_\_% Other \_\_\_\_\_%

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### FOR OFFICIAL USE ONLY

\_\_\_\_\_ Job Description/Learning Objectives Completed

\_\_\_\_\_ 58 Credits Completed \_\_\_\_\_ 2.0 GPA (or higher)

## REQUIREMENTS AND PURPOSE

Cedarville University's SBA requirements for an internship for credit are very purposeful. An internship is a practical, planned work-learning experience developed through a team effort by a student, a learning institution, and a host organization. An internship allows the student an opportunity to gain on-the-job experience related to the student's academic program. The experience should stretch the student's knowledge of the field of study while serving as a productive member of the host organization. The internship may be full- or part-time, paid or voluntary. *Students must register for the internship course in the semester in which they are actually working at their organization to fulfill the internship requirements.*

## INTERNSHIP WORK LEARNING AGREEMENT PROCEDURES

- 1. COMPLETE THE APPLICATION FORM:** Complete the attached application and have the SBA Chair, Faculty Internship Coordinator and Internship Site Supervisor sign and date the form.
- 2. PROVIDE A JOB DESCRIPTION:** Type a brief description of the actual work to be performed or a job description provided by the organization.
- 3. LEARNING OBJECTIVES:** Type at least 3 learning objectives. Make sure that your learning objectives are measurable, challenging, and relate to your major field of study.
- 4. TURN IN THE FORMS:** Return the completed application, a copy of the job description, and learning objectives to the SBA Internship Coordinator.
- 5. ESTABLISH THE EVALUATION METHOD:** This section, on the application, should be completed in consultation with the SBA Internship Coordinator who will award your grade for the internship. Although requirements will vary, students are required to maintain and submit a journal, a final paper explaining or demonstrating how each objective was met and possibly examples of the work performed at the work site. Your final grade must be based partially on one or more evaluations completed by the site supervisor.

\*\*\* Please note that you will not be able to register for the internship until all of the above are completed and submitted to the SBA Internship Coordinator.

### Internship Period

Fall Semester

Spring Semester

Summer Semester

### Deadline

Last day of drop/add in the Fall Semester

Last day of drop/add in the Spring Semester

Last day of the 1<sup>st</sup> week of the 1<sup>st</sup> summer session