

Employer Internship Agreement – Gordon Ford College of Business

Please print clearly:

Employer: _____ Employer Telephone: _____

Intern Name: _____ Intern Major: _____

Intern Supervisor: _____ Supervisor Telephone: _____

Supervisor's Title and Department: _____

Company Full Address: _____

Fax: _____ Supervisor's Email: _____

Terms of Internship Agreement:

Internships are an educational opportunity. An internship consists of services for experience between a student and an employer. Internships help students to determine if they have an interest in a particular career, help them create a network of contacts and in some cases achieve course credit. Some interns find permanent, paid employment with the organizations for which they worked upon completion of the internship.

Interns may or may not be receiving hours of upper-level academic credit from the Gordon Ford College of Business for completing their internship with a participating business. No matter the circumstance, GFCB appreciates the opportunity for students to receive legitimate, real-world experience that is directly related to the student's major. Routine filing, copying and answering phones are important parts of jobs; however these duties and responsibilities should not represent more than approximately 25% of the interns' activities. If an intern is receiving course credit, please abide by the number of hours they must work in order to receive their credit. *Please list the main learning experiences and responsibilities on page 2 of this form.*

I hereby agree to abide by the Terms of Internship Agreement set out above:

Employer's signature

Date

Return completed form to:

Monica Duvall, *Internship Coordinator Gordon Ford College of Business, Western Kentucky University*

Office Phone - 270-745-4136 Fax – 270-745-3893 Email – monica.duvall@wku.edu

