



# BUS 399: Internship in Business

## Student/Employer Agreement

Section I: To be completed by Student	
<b>Student Name:</b>	<b>PAWS ID:</b>
<b>TCNJ Email Address:</b>	<b>Phone:</b>
<b>Semester/Session of Internship:</b>	
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: _____
<b>Number of Credits for Internship (check one):</b>	
<input type="checkbox"/> 1 credit (.25 unit): 50 hours of experience	<input type="checkbox"/> 3 credits (.75 unit): 150 hours of experience
<input type="checkbox"/> 2 credits (.5 unit): 100 hours of experience	<input type="checkbox"/> 4 credits (1 unit): 200 hours of experience
<b>Supervising Faculty Member:</b>	
<b>Company/Organization:</b>	
<b>Department/Division:</b>	
<b>Internship Position Title:</b>	
<b>Name and Title of Supervisor:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	
<b>Website:</b>	

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Supervising Faculty Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section II: To be completed by Student**

Major:

Second Major (if applicable):

Minor:

Second Minor (if applicable):

Number of Earned Units (do not include In-Progress Coursework):

Cumulative GPA:

Relevant Coursework to Internship Experience:

List any work/volunteer experience that might be relevant to the internship position:

List any clubs/organizations (include any positions you have held) that you have been or currently are involved in:

List any of your skills pertaining to this internship (software, public relations, etc.):

What are your personal/professional goals for this internship experience?

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervising Faculty Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section III: To be completed by Employer**

Please describe how an intern fits into your company/organization. List key words that describe the major functions of this internship.

Describe primary responsibilities and learning objectives for intern.

Describe the office environment, including dress expectations.

Identify the professional skills that will be learned or gained through this experience.

Describe orientation, training, and supervision you will provide the intern.

Describe a tentative work schedule that the intern will work.

What are some of your primary expectations for the intern?

Additional information/comments:

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervising Faculty Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_