

The University of Baltimore Merrick School of Business Internship Employer Agreement

The Merrick School's Internship Program is a collaboration between the university, the student, and the employer. As an employer, we ask that you work with us to provide each student with a quality work experience by adhering to the following guidelines:

The Merrick School Commitment: The Merrick School will:

- Designate a faculty advisor to work with the employer and the intern.
- Inform eligible students of internship opportunities.
- Refer qualified candidates without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.
- Assist in the establishment and maintenance of credit-worthy experiences.
- Provide the employer with relevant information regarding the candidates, their academic progress, and any changes in status.
- Work collaboratively with the student supervisor throughout the student placement.
- Schedule at least one site-visit by the faculty advisor.

Employer Commitment: The employer will:

- Complete the *Employer Internship Submission Form* which provides a detailed description of the position.
- Select candidates referred by the University of Baltimore Merrick School of Business without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.
- Assign a supervisor with whom the student will work closely. This person will serve as a primary point of contact for the student and the faculty internship advisor.
- Ensure a high quality work experience that is related to the student's academic interest, enhances his/her classroom theory, and is a creditworthy experience (as approved by the Faculty Internship Advisor). No more than 25% of the student's duties should be spent on administrative tasks (e.g. photocopying, errands, etc).
- Provide the student with an orientation to organizational policies, procedures, and utilization of resources, as well as position specific training.
- Provide consistent and appropriate feedback through informal and formal evaluations, such as a mid-placement review and end of the semester review, to the student and faculty advisor throughout the placement. A copy of the final *Intern Performance Evaluation* should be returned to the faculty advisor.
- Determine a work/school schedule that suits the needs of the employer and the academic requirements of the student.
- Notify the student's faculty advisor prior to any adverse personnel actions.

Name of Intern _____

Employer: Organization: _____ Location: _____

Supervisor: _____ (Print Name)

_____ (Signature)

Title: _____ Date: _____

Phone: _____ email: _____

Merrick School of Business

Faculty Advisor: _____ (Print Name)

_____ (Signature)

Date: _____ Phone: _____ email: _____

Note: This document was adapted from The Shriver Center at the University of Maryland Baltimore County.