## Employer Responsibilities

As the most important person the student will contact during his/her internship, the on-site supervisor will make several important decisions during the experience. Consequently, both the Intern and the department faculty member must have a good working relationship with the supervisor.

The intern will assume both an employee and a student role simultaneously. As an employee, the intern must perform assigned duties satisfactorily. All company regulations, health and safety conditions, and legal requirements apply, and any company policy violations should be handled in the usual way. Also classified as a UNCP student, the intern is subject to all applicable university regulations.

Though we have tried to minimize employer responsibilities, feedback to the student and to the program itself is an integral part of the internship. Therefore, required contacts among Intern, Supervisor, and department faculty member have been built into the process.

The supervisor will:

* Approve job responsibilities and outcomes, which the intern has developed cooperatively with the department faculty member and the supervisor.
* Provide ongoing, informal feedback to the student about his/her work performance.
* Complete a final evaluation of the student's internship using either the organization's own evaluation form or one that the university provides. The evaluation should include a face-to-face meeting between the supervisor and intern, and a copy of the evaluation form should be sent to the department faculty member.

# Employer Guidelines for Supervision of Student Intern

The UNC Pembroke School of Business thanks you for investing in our students. Your time, wisdom, experience, and resources will have a significant impact on the student as he/she begins to develop their career. The School of Business Internship Program is the most important professional experience the student will undertake in their undergraduate years. Your contributions will make this experience invaluable and bring to life the many principles and theories the students have been studying. If there are any questions or ways that we might contribute to the success of the internship experience for you or the student, please contact us. We appreciate your comments and commitment to the success of the Intern’s education.

Nick Arena, Senior Lecturer

UNC Pembroke – School of Business

(910) 521-6259; nick.arena@uncp.edu@uncp.edu

The guidelines below are provided to assist the intern supervisor in developing the student’s work assignments:

* Develop a detailed job description for the student intern on the Internship Agreement Form. Discuss requirements with student intern.
* Inform internal managers/supervisors of the objectives of the Internship Program.
* Provide an orientation for the student. Introduce the student to the organization, the employees, the physical layout, and the order of responsibility.
* Give the intern the opportunities to apply education and skills. Assign projects that include such elements as planning, designing, evaluating and researching.
* Give the intern responsibility to complete specific project(s) with identifiable outputs. Not more than 10% of an intern’s duties should consist of clerical work (typing, filing, etc.).
* Provide opportunities for the intern to ask questions and discuss progress.
* Allow phone contact and/or a site visit from the Executive in Residence and/or faculty advisor.
* Provide an evaluation of the student’s performance. An evaluation form will be provided for you at the midpoint and the end of the semester. Verify employment and hours worked per month on the evaluation form. Take some time to review the evaluation with the student intern.
* Suggest a consistent work schedule, avoiding conflicts with class times.

\_\_ \_

Internship Employer’s Signature Date

**Employer Internship Agreement Form**

1. **Registration Information (to be completed by student intern):**

Student Intern Student ID#

Address Phone

E-mail Address

Major (with Concentration) Semester

1. **Internship Employment Information (to be completed by student intern and internship employer):**

Company Name Phone

Address City ZIP

Supervisor Title

E-mail Address

Company Web Address

Start Date End Date Hours per Week

Title of Internship Position

**Is the Internship position paid: Yes No**

List key words that describe the major functions of this internship.

|  |
| --- |
|  |

Briefly describe the Organization/Program.

|  |
| --- |
|  |

Describe how an intern fits into your organization.  Provide historical context as appropriate.  Indicate whether this is a new or ongoing internship placement.

|  |
| --- |
|  |

Describe the skills and objectives the intern will utilize during the internship based on the specific course in which they are registered and the knowledge they expect to take away.

|  |
| --- |
|  |

Describe the office environment, including dress expectations.

|  |
| --- |
|  |

Describe the characteristics that you feel are important for an intern in your company; include character traits as well as skills, knowledge, and academic preparation.

|  |
| --- |
|  |

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

|  |
| --- |
|  |

Describe a tentative work schedule that the intern will work.

|  |
| --- |
|  |

Additional Information/Other Comments:

|  |
| --- |
|  |

1. **Agreements and Signatures**

* **Internship Employer:** I have discussed this internship with the student intern and we have agreed upon the assigned work components appearing above. To help the student intern achieve his/her learning objectives, I agree to provide: assistance as required, necessary training and consultation, an orientation concerning our organizational polices, and regular meetings to provide guidance. I also agree to perform a mid-semester and final evaluation of the student intern using forms he/she will provide.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Internship Employer’s Signature Date

* **Student Intern:** I concur with and accept the academic and work assignments indicated above. I understand and will adhere to the internship registration procedure. I will complete all work and academic assignments to the best of my ability. I will treat any proprietary information provided by my employer with strict confidentiality, will familiarize myself with and adhere to the organization’s policies and procedures, and will adhere to the highest standards of ethical conduct. I will notify the department faculty member of any problems that arise in connection with this internship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

Student Intern Date

* **School of Business (Instructor):** I have discussed the academic component of this internship with the student intern. We have reached agreement on the learning objectives indicated above. I further agree to correspond regularly with the student intern to discuss the internship experience; I will assess the student’s performance and award the final course grade.

\_ \_

Signature Date