

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.

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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

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

Student Intern _____ Student ID# _____

Address _____ Phone _____

E-mail Address _____

Major (with Concentration) _____ Semester _____

B. 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.

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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.

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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:

