**Internship Learning Agreement: Student Intern**

**Department of Business Administration & Economics**

Please return this form to Professor Sharon Gibbs via email at sgibbs@roanoke.edu, by fax at 540-375-2577, or directly to West Hall room 101 prior to starting the internship.

Intern Name (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail OR Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COURSE DESCRIPTION

The purpose of the Internship program is to provide a practical learning experience for students during which they use skills and knowledge learned in the classroom. The experience provides on-the-job experience, the opportunity to build professional networks, and sometimes lead to full-time employment after graduation.

LEARNING GOALS

***The internship will provide students with the opportunity to:***

* Gain practical experience within the business environment.
* Acquire knowledge of the industry in which the internship is set.
* Apply knowledge and skills learned in the classroom within a work setting.
* Develop a greater understanding about career options while more clearly defining personal career goals.
* Experience the activities and functions of business professionals.
* Identify areas for future knowledge and skill development.

Student Responsibilities

***As a student seeking passing credit for an internship experience, I agree to:***

* meet with the Site Supervisor and sign the Internship Learning Agreement after the list of duties have been decided;
* perform to the best of my ability those tasks assigned by my Site Supervisor which are related to my learning objectives and to the responsibilities of this position;
* follow all the rules, regulations and normal requirements of the internship site including expectations of professionalism and timeliness;
* work a minimum of 120 hours;
* dress appropriately for this internship;
* contact the internship director, Prof. Sharon Gibbs at sgibbs@roanoke.edu , within the first week of the semester I am completing the internship;
* meet as group throughout the semester receiving credit.
* contact the internship director to drop the internship from my schedule if I cannot complete it.

Student Submissions

* Submit learning contracts to the director within the first week of work.
* Submit a daily journal of my activities to the internship director and document my cumulative hours; A journal may not be completed during working hours or as part of the 120 minimum hours of work.
	+ *Example Entry:*

*December 10, 2012*

*Hours worked today: 6*

*Cumulative Hours: 100*

*In paragraph form, include a list of activities completed during the hours documented above at the start of the journal. Be as candid as possible by including both the positive and negative experiences. Clearly document what you learned, including skills and general knowledge. Tie your experiences to coursework.*

* Complete and submit an evaluation of the internship including:
	+ a survey of experiences
	+ a reflection paper that comments on the following topics:
		- final discussion of the type of work performed
		- what I found interesting about the assignment
		- what problems I encountered and how they were solved
		- what course work I applied to the internship and how the course work was integrated together

\*Submit reflection paper electronically

* Submit a signed evaluation form from the interns direct site supervisor.
* Participate in an internship showcase. Student interns will each produce an 11\*17 poster about their internship. Posters should include the following:
	+ name and describe the company
	+ your role as an intern (include pictures where applicable)
	+ learning/project outcomes

Student Acknowledgement of guidelines

***I have read and understand the internship guidelines listed on this form and those found in the BUAD Departmental Handbook.***

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_