

College of Business

Employer Internship Packet

106 West O Street, Rothwell Hall. Russellville, AR 72801

(479) 968-0233 (main office)

Employer Responsibilities for Internship

The employer becomes a teacher by providing the student with meaningful learning opportunities. The student should learn to perform worthwhile tasks. The employer's responsibilities are to:

1. Provide the opportunity for a meaningful educational experience. The intern is to be employed as a "new-hire" employee and is to abide by the company's policy and procedures the same as all other employees.
2. As much as possible, involve the intern in aspects of the operation/business; require the intern to perform "new-hire" level work and evaluate that work in the same way that all employees are evaluated. Additionally, if possible allow the intern to attend meetings where technological, economic, industry, and general management challenges are discussed.
3. If possible, place the intern in a position which requires technical or management decisions to be made and discuss the implications of those decisions with the intern.
4. Guide the intern's experience through regular counseling and evaluation.
5. Participate in evaluating the intern (performance, work ethic, etc.). Each intern will provide periodic report evaluation forms as well as an overall evaluation form to the employer for completion.
6. Allow "site" visit(s) by the internship coordinator (or other college representative), if appropriate, to allow the university to better evaluate the internship.
7. Employ the intern for a minimum number of hours to meet their required course credit hours. 150 hours to complete their requirements for 3 course credit hours.

Employer comments/suggestions for the improvement of the internship program are always welcomed.

Employer Internship Agreement

ATU College of Business

(479) 968-0233

This internship agreement is between the student, the employer, and the College of Business at Arkansas Tech University. The purpose of this internship is to provide the student with experiential learning activities in their specific major at a reputable and agreeable site while exposing the student to responsibilities in the workplace.

The hours of productive training/work are to be the same as those of other employees of the business unless otherwise approved by the employment supervisor and the ATU internship coordinator. The employer agrees to pay the intern an appropriate wage and/or any other compensation agreed upon to defray the intern's expenses during the internship. The intern is considered a full-time student of ATU and subject to the same rules and regulations as all other students.

If the supervisor determines the intern is not making sufficient progress to warrant the continuation of the program, he/she may contact the coordinator. Upon consultation, the intern may be withdrawn from the internship placement site and the college course.

The supervisor is requested to complete written periodic and final evaluation forms of the student's performance during the internship period.

By signing this document, each party agrees to the internship for the specified period of time as identified on the attached Information Form.

Signature of Student Intern

Date

Student Name – Please Print

Signature of Supervisor

Date

Employer's Name & Title

Signature of ATU Intern Coordinator

Date

Name of Intern: _____

Employer Evaluation

This form should be sent to the coordinator from the employer. It must be received prior to the intern's final presentation.

Professionalism: appearance / manner / ability to meet people / use of tact / attitude

Judgment: ability to analyze / make decisions / make application / common sense

Initiative: proactive / resourceful / accurate / creative problem solver

Inherent Ability: intellect / critically and problem solve rationally / ability to learn

Industry: energy / perseverance / interest / ability to concentrate and think

Reliability: dependability / promptness / honesty /sincerity

Cooperation: willingness to work for others / team player / accepts responsibility

Technical Skill: ability to use appropriate technology (software, coding, etc.)

Communication: ability to communicate both orally and in writing at a professional level

Leadership: goal and objective oriented / motivates others / ability to delegate

Overall performance as Intern (as demonstrated by work product or discussion):

Supervisor's signature and date