



## College of Business Internship Agreement & Site Information

**Objective of the Internship Program:** To encourage students to engage in a significant professional learning experience involving the practical application of the academic curriculum beyond the classroom and to contribute to the development of the student interns' core business competencies in a professional environment.

**Please print clearly:**

To be completed by **intern**:

Intern's Name: _____		Internship Semester/Yr: _____	
Major: _____	Advisor: _____	Internship course: _____	
Work phone: _____	Cell phone: _____	email address: _____	
Host Company / Site: _____	Phone: _____	Fax: _____	
Work Site Address: _____		City, State, ZIP: _____	

To be completed by intern's **supervisor**:

Internship / Work Site Supervisor: _____		Title and Dept: _____	
Supervisor Email: _____		Internship Supervisor Work Phone: _____	
First Day of Work: _____		Last Day of Work: _____	
Rate of Pay: _____	per Hour/Week/Month	<input type="checkbox"/> Unpaid Position	Total Hours per Week: _____

Work Schedule (specify day and times):

Description of Job Duties / Responsibilities (see page 2)

Intern AGREES:

- 1) To abide by all company rules, regulations, and policies.
- 2) To fulfill his/her duties under the Agreement to the best of his/her abilities.
- 3) To maintain confidentiality of company information
- 4) To keep the Internship Coordinator informed of any change in work status or job duties / responsibilities (see reverse).
- 5) To remain alcohol / drug free while engaged in the duties of the internship.

Host Company AGREES:

- 1) To provide a safe and healthy work environment for the student intern.
- 2) To abide by all federal and state nondiscrimination / anti-harassment laws and regulations.
- 3) To provide supervision to the student intern and assign tasks that challenge the student intern within the scope of the intern's knowledge and competency level.
- 4) To provide a professional environment that will contribute to the development of the student interns' core business competencies.
- 5) To evaluate and report the student intern's performance and progress to the internship coordinator at the mid and end point of the internship.
- 6) To contact the internship coordinator if problems related to poor job performance, poor attendance, etc. occur during the internship period.
- 7) To reserve the right to terminate the internship after consultation with the internship coordinator and all efforts to resolve the issue have been exhausted.

**Please complete and return no later than two weeks prior to the start of the appropriate academic semester.** Email to [mohamed.zainuba@uafs.edu](mailto:mohamed.zainuba@uafs.edu), or fax it to Dr. Zainuba, 479-424-6774. You may also have the intern bring it by my office.

► **Signature of Intern** \_\_\_\_\_

**Date:** \_\_\_\_\_

► **Signature of Work Site Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TO BE COMPLETED BY THE SITE SUPERVISOR**

Please give a brief description of the primary job duties/responsibilities your intern will have during the 135-hour internship. These duties should be related to the area in which intern credit is being granted. Use an additional sheet if necessary.

If student has been employed with company more than three months: Does the job description include a change or increase in responsibilities?  Yes  No  N/A

Supervisor's Initials

**For additional information, please contact:**

**Dr. Mohamed Zainuba**  
**Internship Coordinator**  
**Mohamed.zainuba@uafs.edu**  
**Phone: 479.788.7774**  
**Fax: 479.424-6774**

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