GEORGIA SOUTHWESTERN
COLLEGE OF BUSINESS
AND COMPUTING

COLLEGE OF BUSINESS AND COMPUTING
INTERNSHIP – BUSINESS

Student Name _____ Student ID _____

Email Address _____

Classification _____

Major _____

Cell Phone _____ Day time Phone _____

Job Title _____

Supervisor Name _____ Title _____

Phone _____ Email Address _____

Employer _____

Employer Street Address _____

City _____ State _____ Zip _____

Beginning Date _____ Ending Date _____

Semester of Enrollment _____ Year _____

Interns and employers are expected to fulfill the following responsibilities. Print and sign the form indicating your acceptance and commitment.

Employer Responsibilities

1. Provide meaningful internship experiences for students.
2. Provide direction and a supportive learning and working environment for interns.
3. Maintain open communication with the intern and internship coordinator.
4. Submit evaluation forms at mid-term and at end of the semester (term). Evaluation forms should be uploaded to the LMS course by the intern, following dates provided in the course.
5. Discuss duties and responsibilities with the intern and provide a signed copy of the agreement to the intern prior to the start of the term.

Questions related to duties and responsibilities of the employer should be directed to:

Dr. Robert Bennett
College of Business and Computing
800 Georgia Southwestern State University Drive | Americus, GA 31709
Phone: (229)931-2725 | Email: robert.bennett@gsw.edu

Intern Responsibilities:

1. Professionally and confidentially perform duties defined by the Employer as reflected in the position description.
2. Work 15-20 hours/week throughout the semester or summer in the Employer (at least 120 hours are required for completion of the internship).
3. Be dependable, reliable, and honest.
4. Be prompt.
5. Display a positive and enthusiastic attitude about internship activities.
6. If desired by the Employer, provide well researched recommendations for organization enhancement.
7. Complete course requirements as identified in the LMS, including attendance requirements, evaluation forms, and the final report. Specific due dates are provided in the LMS course.
8. Submission of the Supervisor evaluation at midterm and semester end is your responsibility.

A. Please explain the duties and responsibilities for this position. You may attach a job description if necessary.

B. Describe the learning and experimental outcome to be derived by the student intern.

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Student Name: _____ **Date:** _____
Please Print

Student Signatures: _____

Employer Name (Supervisor): _____ **Date:** _____
Please Print

Employer (Supervisor) Signature: _____

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