

**School of Business**

**BAS in Supervision & Management**

**INTERNSHIP AGREEMENT**

MAN4941 MANAGEMENT INTERNSHIP

The purpose of the internship is to give bachelor degree-seeking students an opportunity to gain insight and practical experience in supervision and management.  Students who successfully complete the internship will be awarded 3 college credits.

RESPONSIBILITIES OF SUPERVISING EMPLOYER

1. An Internship Learning Contract will be created with at least three (3) assignments in supervision and management for the Student intern. The assignments will be created with solicited input from the Student, requiring the use of Student’s knowledge and skills gained while in class. The general areas of study include but are not limited to:

* Business Ethics
* Customer Relations for Managers
* Finance
* Human Resources Management
* Leadership Challenges and Supervision
* Management Information Systems
* Organizational Behavior
* Organization Management
* Strategic Management Decision Making

1. For each assignment, some initial explanation or direction should be provided by the Supervising Employer. A model, guide or checklist may be useful. The student is required to create a journal to record such detail.
2. If any disciplinary action is to be taken with the Student, please report it to the MDC School of Business as soon as possible.
3. We request periodic feedback to the Student on his/her performance. Towards the mid-point and end of the semester, the Supervising Employer will provide to the Faculty a signed MDC Internship Evaluation Form, and will also provide a copy to the Student.

RESPONSIBILITIES OF MDC FACULTY

1. The MDC Faculty will review, revise (if necessary) and sign the Internship Agreement and Internship Learning Contract for each Student, and ensure that assignments meet course competencies / learning objectives.
2. The MDC Faculty will monitor student progress throughout internship at company.
3. If necessary and practical, conducts a site visit to meet Supervising Employer and see Student’s work environment.
4. Monitors and provides guidance on Student’s internship activities through review of Student journal entries, daily time logs and also by having at least 4 class sessions.
5. Addresses problems with Student and Supervising Employer, if any.
6. Towards the mid-point and end of semester, the MDC Faculty secures an MDC Internship Evaluation Form from the Supervising Employer regarding Student’s performance.
7. Assigns a grade to Student.

These are all general guidelines which may be modified and/or changed as the circumstances of the program and the internship dictates.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Supervising Employer (other) *(Print & Sign)* |  | Date |
|  |  |  |
| Student *(Print & Sign)* |  | Date |
|  |  |  |
| MDC Faculty *(Print & Sign)* |  | Date |

Rev.ST 03/2019

This is for student information only. DO NOT UPLOAD THIS PAGE IN BLACKBOARD

RESPONSIBILITIES OF STUDENT

1. Student will attend a series of workshops of which the first workshop (Orientation) is critical as it is the foundation for the course. It is during this workshop that the student will understand the requirements of the internship course. Additionally the following will be covered: resume/cover letter writing, interviewing, and professionalism on the job.
2. Student will find and secure an internship that aligns with the Internship Scope Agreement Contract. If the Student needs assistance finding an internship they should contact the Internship Coordinator.
3. Student will arrange an initial meeting with the Supervising Employer.
4. Student will discuss and sign an Internship Learning Contract with the Supervising Employer with at least three (3) assignments and deadlines. The Student must then submit the signed Internship Learning Contract to the MDC Faculty for final review and signature by the end of the first week of the internship period. (The list of assignments and deadlines may change with the approval of the Supervising Employer or faculty if project, but the initial list will serve as a guide to determine suitability of specific assignments.)

DO NOT SEND THIS PAGE TO PROFESSOR OR UPLOAD

1. The Student will obtain at least 144 hours of work experience, evenly spread over the term, and will attend at least 4 class sessions as assigned by the MDC Faculty.
2. The Student will maintain a daily time log with signatures of the Supervising Employer (if applicable), and will submit a copy to the MDC Faculty.
3. The Student is required to submit a written journal report weekly of the work experience with at least 250 words; write a final report of his/her internship experiences; and participate in a final interview with the MDC Faculty.
4. The Student is required to maintain a professional appearance at all times during his/her term of internship and follow the employer’s code of conduct (if applicable).
5. The Student shall receive a copy of the MDC Internship Evaluation Form at the mid-point and end of the internship from the Supervising Employer (if applicable – for projects student will meet will faculty at midterm and end of internship).
6. The Student understands that the final grade will be based upon:
   1. Completion of assignments or project in Internship Learning Contract
   2. Meeting of deadlines
   3. Neatness and structure of work submitted
   4. Spelling, punctuation and grammar
   5. Supervising Employer’s or faculty evaluation