



BUS 399: Internship in Business

Student/Employer Agreement

Section I: To be completed by Student	
Student Name:	PAWS ID:
TCNJ Email Address:	Phone:
Semester/Session of Internship: <div style="display: flex; justify-content: space-around; align-items: center;"> Fall Spring Summer Year: _____ </div>	
Number of Units for Internship: ____ Unit(s) <div style="display: flex; justify-content: space-between;"> <div> 0.25 unit (1 credit): 45 hours of experience 0.5 unit (2 credits): 90 hours of experience </div> <div> 0.75 unit (3 credits): 135 hours of experience 1.0 unit (4 credits): 180 hours of experience </div> </div> <p style="text-align: center; margin-top: 10px;"><i>Please note that no more than 8 credits (2 units) may be completed for a single internship.</i></p>	
Supervising Faculty Member:	
Company/Organization:	
Department/Division:	
Internship Position Title:	
Name and Title of Supervisor:	
Address:	
Phone:	Fax:
Email:	
Website:	

Student: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Supervising Faculty Member: _____ **Date:** _____

Section II: To be completed by Student	
Major:	
Second Major (if applicable):	
Minor:	
Second Minor (if applicable):	
Number of Earned Units (do not include In-Progress Coursework):	Cumulative GPA:
Relevant Coursework to Internship Experience:	
List any work/volunteer experience that might be relevant to the internship position:	
List any clubs/organizations (include any positions you have held) that you have been or currently are involved in:	
List any of your skills pertaining to this internship (software, public relations, etc.):	
What are your personal/professional goals for this internship experience?	

Student: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Supervising Faculty Member: _____ **Date:** _____

Section III: To be completed by Employer

Please describe how an intern fits into your company/organization. List key words that describe the major functions of this internship.

Describe primary responsibilities and learning objectives for intern.

Describe the office environment, including dress expectations.

Identify the professional skills that will be learned or gained through this experience.

Describe orientation, training, and supervision you will provide the intern.

Describe a tentative work schedule that the intern will work.

What are some of your primary expectations for the intern?

Additional information/comments:

Student: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Supervising Faculty Member: _____ **Date:** _____