



Sonoma State University
School of Business & Economics
Internship Agreement

of Units:

To be completed by the Intern Semester and Year: _____

Grade basis: Internships are graded on a credit/no credit basis.

Course (check one):

- Checkboxes for BUS 499A = Accounting, BUS 499MG = Management, BUS 499F = Financial, BUS 499MK = Marketing, BUS 499FM = Financial Management, BUS 499W = Wine

Intern name: _____ SSU Student ID#: _____

e-mail address: _____ Ph. #: _____

US mail address: _____

300 and 400 level Units Completed in BUS ADMIN: _____

To be completed by the Sponsoring Organization

Sponsoring Organization: _____

Address: _____

E-mail address: _____

On Site supervisor: _____ Phone #: _____

Internship to begin: _____ Internship to end: _____

Hours per week: _____ Total hours: _____ Compensation: _____

Neither the University nor existing laws require compensation. However, many students do not have the financial means to perform unpaid internships. Summer interns should be paid.

1. Specific objectives of the internship: _____

2. Specific duties, responsibilities, or projects to be completed by the intern: _____

To be completed by the Intern in consultation with his/her Concentration advisor

1. List the academic work that has been completed that prepares the intern for his assignment: _____

2. Evaluation of the intern will include two phone conferences between the Internship Coordinator and the On-site Supervisor. Interns will write a paper describing their internship experiences and submit it to the Internship Coordinator during the last week of the semester. The approximate length of the paper will be five pages. See School web site for instructions on the final paper: www.sonoma.edu/sbe/resources/internship. The paper is due in the Department Office the last scheduled class day of the semester.

The undersigned agree to all conditions specified above.

Intern Name: _____ Signature: _____ Date: _____

Concentration Advisor: _____ Signature: _____ Date: _____

On-site Supervisor: _____ Signature: _____ Date: _____

Internship Program Coord: _____ Signature: _____ Date: _____



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INTERNSHIP POLICY OF SCHOOL OF BUSINESS AND ECONOMICS

Internships are educational programs that allow students to gain practical work experience and academic credit at the same time. These are supervised programs of work and study which involve students working in governmental, community service, or business settings. The typical intern works ten to twenty hours per week. Forty-five hours of work are required per unit of credit. Internships are appropriate for advanced undergraduate or graduate students working in fields that relate directly to their career or academic interests. Students should have completed two courses in their concentration prior to seeking an internship. A waiver of this requirement requires extraordinary circumstances. Students are advised that internships are more valuable when taken close to their date of graduation.

Criteria used in approving internships:

- ❖ There must be a clear and specified relationship to an academic program.
- ❖ Placement must be at a professional level of responsibility appropriate for university credit. This does not imply that interns do not do routine work.
- ❖ Internship credit is rarely appropriate in an organization where a student is already employed.
- ❖ Exceptions may be appropriate given special circumstances related to job transfers in the organization.
- ❖ Internships involving potential conflict of interests are not appropriate. Working in a small family business would be an example of such a potential conflict.
- ❖ Internships require prior approval of authorized officials.

Internships may be paid or unpaid. Three units maximum may be applied to the major in Business Administration. More than three units may be earned, however, units exceeding three are elective units and may apply toward the overall unit total needed for a degree.

Roles

The Intern fills a position offered by a sponsoring organization and executes duties in exchange for appropriate remuneration and academic credit. The primary supervisor of the intern is the on-site supervisor.

The Concentration Advisor discusses available internships with the intern and helps the intern to select an opportunity that is desirable in terms of the intern's interests and career goals.

The On-Site Supervisor is the primary supervisor of the intern. The relation between the intern and the supervisor is one of employee and manager.

The Internship Coordinator is the University supervisor of the Intern. He/she is responsible for helping the student to arrange the internship and is the instructor for the intern. The Coordinator is the liaison with the on-site supervisor and normally has minimal contact with the intern during the course of the internship. The student submits the final paper to the Coordinator. The Coordinator would serve as the resource person for any problems that may arise during the internship.