



Sonoma State University
School of Business & Economics

Work Experience – BUS 295 Course code _ _ _ _

Credit for work experience is available for those students who are not otherwise qualified for Internship credit. These units may be used as electives for the bachelors degree.

To be completed by the Student:

Grade basis: Work experience is Credit/No Credit Semester: # of Units:
Student name: ID#:
e-mail address: Ph. #
Mailing address:

To be completed by the Employer:

Employer:
Address:
E-mail address:
On Site supervisor: Phone #:
Work to begin: Work to end:
Hours per week: Total hours: Compensation:
Applicable State and Federal laws apply as they would to any temporary employee.
Job Title:
Job Duties:

A two page paper is due to complete the terms of this agreement. See School web site for instructions on the final paper (www.sonoma.edu/sbe/careers-and-internships/internship-program/for-students.html). The paper is due in the Department Office the last scheduled class day of the semester. Employment cannot be in a family firm or under the supervision of a family member.

The undersigned agree to all conditions specified above.

Student: Signature: Date:

Work Supervisor: Signature Date:

Faculty Supervisor: Signature Date: