



Employer Form for School of Business Internships

Intern Name _____

Employer Company: _____

Contact Person: _____ Title: _____

Address: _____

Street City State Zip: _____

E-mail: _____ Phone: _____

Internship Job Title _____

Company Location _____

Job Location _____ (indicate remote vs. in-person status)

Compensation _____

Job Period _____ (Fall, Spring, Summer)

Special Requirements _____ (language, computer skills, etc.)

***Please attach to this form an official job description that includes specific job duties and activities. I agree to: 1. Provide the intern and the professor with a complete, accurate description of the duties and responsibilities associated with the internship prior to employment. 2. Supply an evaluation of the student's performance at each 100 hours worked. The student will provide an evaluation form to you. 3. Inform the Internship Coordinator if the student fails to make himself/herself available to offer experiences or for failure to respect the policies of the employer.*

Supervisor's Signature: _____ Date: _____

Please return to:

Lezlee Walters,
Pathways Coordinator and Internship Coordinator
School of Business, Southern Adventist University
Box 370, Collegedale, TN 37315
Or Lezlee@southern.edu

If you have any questions or concerns, you may contact me directly at:
423-236-2526 or by email.



Suggestions to the Employer

This School of Business Internship Program is designed to serve our students with an opportunity to use the skills and knowledge they have gained in the classroom and apply them in the workplace. The intern will arrive with a basic core of knowledge tempered by his/her abilities and academic preparations; thus, interest and expectations will vary. It will be helpful to confer with the intern to discuss goals, objectives, and available resources. The internship may be tailored to strengthen those areas of administration in which the intern appears to be deficient.

Purpose of Internship:

Regardless of the specific approach utilized, the purpose of the internship is to impart to the intern technical knowledge and enhance the practical experience that will be the basis for a solid foundation upon which to build a successful career.

Length of Internship:

The internship is a 100-300 clock-hour, 0-3 semester-hour program and is required for all business majors. The length varies according to the needs of the organization and internship availability.

Type of Work Expected:

The intern should be involved in actual business practices and projects. As much as possible, the intern should experience "first-hand" in as many areas of the organization or area of concentration as possible. When the internship is finished, the intern should be prepared to function as an entry-level employee.

Orientation for Interns:

In the beginning, the intern should be oriented like any new employee. For example, he/she should be shown the location of the restrooms, location of the time clock, where to park, when and where to take a break and the cost and times when meals are available. The intern should be made aware of all the various systems of the facility, such as alarm, fire, door, call, electrical, water, sewer, phone, heating, and air. The intern should be introduced to all the department heads who should be informed of the intern's duties, responsibilities, and schedule. The intern's schedule should be arranged to meet the needs of the organization.

Evaluation:

Please review the evaluation with the intern, so they get your feedback.