

**Southern Utah University
School of Business**

Internship Orientation Packet

Introduction

The Internship Orientation Packet consists of the following 8 items.

1. The Internship Guidelines.
2. Steps to Complete Internship.
3. Internship Application Form.
4. Written Internship Proposal.
5. Internship Permission Form.
6. Internship Agreement.
7. Internship Performance Evaluation Form.
8. Internship Report.

It is very important that you read the entire packet and follow the instructions to properly complete the internship.

Internship Guidelines

1. An internship is not intended to merely give a student academic credit for work being performed. An internship is designed to integrate a student's academic studies with practical work experience in a professional environment. Through these kind of experiences, students are provided an opportunity to enhance their academic knowledge, their personal development, and their professional preparation. Please read and be familiar with the content of SUU Policy 6.3 Internships.
2. An internship will only be approved if it is related to the student's field of study (major).
3. To qualify for an undergraduate internship, a student must have junior or senior status and have a cumulative GPA of at least 2.5. To qualify for a graduate internship a student must be accepted into the MAcc or MBA program.
4. 1 to 3 credit hours of internship can be taken during a semester. A second internship may be taken in a different semester for another 1 to 3 credit hours. The second internship must be for a different experience. Duplicated experience is not allowed. A student is limited to a total of 6 internship credit hours. The following table provides the formula for establishing credit for an internship.

Credits	Average Time Worked Per Week	Total Hours Required to be Completed in the Semester
1	3 hours minimum	45
2	6 hours minimum	90
3	9 hours minimum	135

5. Internship work must be performed in the semester the student is registered for the internship course, unless the Department Chair approves otherwise. If the Department Chair approves otherwise, then the internship work must be performed within one semester of completion of the internship work.

6. Grades for an internship are pass/fail. The grade will be assigned on the basis of the student’s ability to integrate academic and field experience, not merely because of faithful performance on the job. Two assessment tools will be used in determining grade: 1) an Internship Report prepared by the student and 2) an Internship Performance Evaluation Form completed by the on-site work supervisor.

7. Internship credits may not be used in lieu of a required course for any business degree.

8. The Department Chair, Internship Coordinator or an assistant may contact your on-site internship supervisor a couple of times during the internship.

Steps to Complete Internship

Follow these steps to register for, perform and receive credit for an internship:

1. Discuss the proposed internship with the appropriate Department Chair or Departmental Internship Coordinator, if one is appointed by the Department Chair.
2. Contact the prospective employer and discuss the proposed internship.
3. **INTERNSHIP APPLICATION FORM:** Complete the School of Business Internship Application Form and submit it to the Department Chair or Departmental Internship Coordinator.
4. **WRITTEN INTERNSHIP PROPOSAL:** Attach to the application a written proposal containing the following:
 - a. Information about the employer describing how it can provide a professional work environment sufficient for you to obtain practical work experience.
 - b. Description of how the proposed internship will integrate knowledge and theory learned in the class room with practical application and skill development in the professional setting.
 - c. Explanation of how the proposed internship will provide you with opportunity to enhance your academic knowledge, personal development and professional preparation.

- d. Description of how the proposed internship will give you the opportunity to gain valuable applied experience and make connections in the career field you are exploring.
 - e. Any other learning objectives or goals you hope to accomplish from the proposed internship.
5. **INTERNSHIP PERMISSION FORM:** Complete the Internship Permission Form and return it to the Department Chair or Departmental Internship Coordinator for signature. Take this form to the Registrar to formally register for the internship.
 6. **INTERNSHIP AGREEMENT:** Complete the Internship Agreement, which includes signature from employer, and return it to the Department Chair or Departmental Internship Coordinator.
 7. **INTERNSHIP PERFORMANCE EVALUATION FORM:** At the completion of your internship, you must have your work supervisor complete and sign the Internship Performance Evaluation Form. This form must be returned to the Department Chair or Departmental Internship Coordinator no later than one week prior to finals.
 8. **INTERNSHIP REPORT:** Complete an internship report and return it to the Department Chair or Departmental Internship Coordinator no later than one week prior to finals. The report needs to be a significant written response that includes an analysis of accomplishments relating to the written proposed goals and learning objectives that accompanied the Internship Application and a report on the work accomplished during the internship. The report should be at least 5 pages in length, double-spaced, type written, in a 12 point font with no more than one inch margins.

**SOUTHERN UTAH UNIVERSITY
SCHOOL OF BUSINESS INTERNSHIP APPLICATION**

*This application is to be used to apply for internship credit in Accounting, Economics,
Finance, Hotel, Resort & Hospitality Management and Marketing*

STUDENT INFORMATION

Name: _____ T#: _____

Phone #: _____ Email: _____

Class (circle one): Junior Senior Graduate Student

Total credit hours completed: _____

Degree: Major/Minor: _____

Cumulative GPA: _____ Major GPA: _____

Semester of desired internship (circle one): Fall Spring Summer Year: _____

Number of internship credits applying for (circle one): 1 2 3

Have you registered for internship credit before (circle one)? Yes No

- If you answered yes to the previous question, when did you complete the previous internship and for how many credits? _____
- Describe the previous internship: _____

PLEASE ATTACH TO THIS APPLICATION A WRITTEN PROPOSAL NO MORE THAN ONE PAGE IN LENGTH DESCRIBING THE OBJECTIVES AND THE TASKS AND ACTIVITIES YOU WILL PERFORM DURING THE REQUESTED INTERNSHIP.

COMPANY INFORMATION

Name of Company: _____

Name of supervisor: _____

Supervisor's contact (email or phone number): _____

Student Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Internship Coordinator Signature: _____ Date: _____

WRITTEN INTERNSHIP PROPOSAL

To ensure that a proposed internship satisfies its academic purposes a student must clearly define the internship goals and learning objectives to the satisfaction of the Department Chair or Departmental Internship Coordinator. To accomplish this, on a separate sheet of paper, please describe the proposed internship and its intended goals and learning objectives which should include, at least, the following. Be sure to attach your written proposal to your Internship Application Form.

- A. Information about the employer describing how it can provide a professional work environment sufficient for you to obtain practical work experience.
- B. Description of how the proposed internship will integrate knowledge and theory learned in the class room with practical application and skill development in the professional setting.
- C. Explanation of how the proposed internship will provide you with opportunity to enhance your academic knowledge, personal development and professional preparation.
- D. Description of how the proposed internship will give you the opportunity to gain valuable applied experience and make connections in the career field you are exploring.
- E. Any other learning objectives or goals you hope to accomplish from the proposed internship.

Internship Permission Form

Name: _____ T Number: _____

FALL SPRING SUMMER YEAR _____

CRN	Course ID (ex. ACCT 4890)	SEC	CREDITS	INSTRUCTOR of RECORDED SIGNATURE	DEPT CHAIR SIGNATURE

ADDITIONAL STUDENT INFORMATION REQUIRED:

Cumulative GPA _____

Are you participating in an International Internship? Yes No

If yes, what country? _____

Approval: _____
Signature (Global Engagement Center Director) Date

INTERNSHIP INFORMATION:

Internship funded and paid through SUU payroll: Yes No

If No, please read and sign below waiver

Company Name _____

Company Address _____

State, Zip Code _____

Work Supervisor _____

Work Supervisor Telephone _____

Internship Waiver of Liability

By going into functioning programs, rather than remaining in an on-campus classroom, students may expose themselves to greater risks. For example, in many placements the host agency does not assume liability for injury or harm to the SUU students who serve/work/volunteer in the program. Likewise employees of these agencies are not personally responsible for harm which may come to SUU students in the course of their carrying out their services and educational activities. Southern Utah University similarly assumes no liability for any such risk.

Given the supervision and limited caseloads, SUU students are rarely exposed to even as much risk or harm as ordinary human service workers. Nevertheless, the potential for transportation accidents, and some emotional or mental distress, is present. SUU students are expected to exercise reasonable caution and to provide their own insurance to cover such harm, should it occur.

Students are also expected to conduct themselves according to the host agency's policies and procedures and according to the training which they receive, so as to further reduce risks of harm.

The intent of the cooperative/internship courses is to provide academic credit to SUU students who wish to gain educationally meaningful field experiences. The student, as a legal adult, assumes primary responsibility for the consequences of his/her conduct, for accidents, and for other harm or injury that may occur, recognizing that this learning format is more active and involved than the traditional classroom setting.

By signing below I affirm that I have read this statement and have had my questions regarding risk and liability answered. Also, by signing below, I assume all risks that may be inherent in and associated with the internship(s) in which I will be involved. I also waive any claim against Southern Utah University, its agents and employees, for any harm, injury, damage or claim that may result from my involvement in the cooperative(s) and internship(s) experience which does not occur as a direct result of the University's gross negligence. I further agree to indemnify the University and hold it and its agents and employees harmless from any such harm, injury, damage or claim that affects me or someone else as a result of my involvement.

Student's Signature & Date

INTERNSHIP AGREEMENT
Southern Utah University

This SUU Standard Internship Agreement (“Agreement”) is made and entered into by and between Southern Utah University, a Higher Education Institution of the State of Utah (SUU), the SUU Student requesting an internship (Intern) and the following entity which shall be called “Employer” in this Agreement:

Employer:		Contact Phone Number:	
Contact Person:		Contact Email Address:	
Address:		SUU Academic Dept.:	

1. Purpose. Employer and SUU desire to facilitate internship opportunities and educational experiences for SUU students and therefore willingly enter into this Agreement to govern their relationship with respect to student Interns from SUU. Furthermore, the Intern is willing to enter into this agreement.

2. General Considerations.

2.1 An internship, as defined by SUU Policy 6.3, is a cooperative student program between SUU and Employer. Employer will provide supervision, facilities, and instruction that help students of SUU (each an “Intern”) acquire skills and knowledge related to their chosen field of study or occupation.

2.2 This Agreement is effective upon the signing of this Agreement by all three Parties and may be terminated by either Party for any reason by providing 10 days advanced written notice to the other parties.

2.3 SUU and Employer shall each provide a contact person (the “Internship Coordinator”) for activities related to the performance of this Agreement. The following contact names and addresses shall be the initial Internship Coordinators for SUU and for the Employer. Others may be designated by the parties at any time.

SUU or SUU Department Internship Coordinator:	Employer Internship Coordinator
Name:	Name:
Title:	Title:
Address:	Address
City/St/Zip	City/St/Zip
Phone:	Phone:
Email:	Email:

2.4 SUU and Employer agree to indemnify each other from any claims of liability, including reasonable attorneys’ fees, due to their respective negligent acts or omissions arising from the performance of this Agreement.

2.5 Neither SUU nor Employer will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party’s actions, inactions or negligence. If, however, such claims, disputes, losses, damages, injuries, adverse events or outcomes are the result of the joint fault of both Parties, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party’s respective fault.

2.6 This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between SUU and Employer and their employees, Interns, or agents. Rather, SUU, and its Intern(s) shall at all times be considered independent contractor(s). Each Intern is placed with the Employer to receive educational experience as part of the academic curriculum. Unless mutually agreed upon by the Employer and the SUU Departmental internship coordinator, duties performed by an Intern are not performed as an employee of Employer or SUU.

2.6.1 While the duties are performed under direct supervision of Employer’s personnel, it is generally understood that the Intern is in a compensated role unless they meet the Unpaid Internship requirements defined by the Department of Labor Fair Labor Standards Act (<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>) and, therefore, the Employer shall provide worker's compensation coverage.

2.6.2 Under such conditions that the employer does meet the Unpaid Internship requirements defined by the Department of Labor Fair Labor Standards Act, neither the Employer nor SUU is required to provide worker’s compensation coverage for the Intern participating in the educational experience.

2.6.3 If the Intern is *not* serving as an employee of the Employer or SUU, intellectual property produced by the Intern belongs to the Intern, not the Employer or SUU. If the Intern *is* serving as an employee of the Employer or SUU, intellectual property produced by the Intern belongs to the Employer or SUU.

2.7 The Employer, SUU and the Intern acknowledge and agree that it shall be the responsibility of each Intern to: (a) comply with the Employer’s policies and procedures; (b) report any serious problems related to the Employer, including safety and personnel problems, to the Internship Coordinator at SUU and the Employer; and (c) maintain, and provide proof of, a health insurance policy in effect during the full period of the internship.

2.8 This Agreement covers:

Location	Address

3. Responsibilities of SUU. SUU shall:

3.1 Provide course information and objectives, and ensure that each participating Intern meets academic and other qualifications that are consistent with the objectives and requirements of the Institution’s program;

3.2 Ensure that each Intern from SUU is aware of Intern’s responsibilities to abide by the terms of Section 2.7, and that Intern shall agree to abide by the terms in Section 5;

- 3.3 Ensure that the Intern participates in the internship during the dates specified unless modified by SUU and the Employer. This includes instructing each Intern about the consequences of not completing the internship;
- 3.4 Provide an administrative framework and a teaching faculty adequate in number, qualifications, and competence to develop and carry forward instruction and supervision;
- 3.5 Ensure that for each internship, the SUU Internship Coordinator or the SUU Department Internship Coordinator (a) maintains ongoing contacts with the Intern and Employer, (b) discusses the specifics and expectations of the internship with the Intern and the Employer, (c) monitors the Intern's progress with Intern and the Employer, and (d) advises the Intern relative to a program of study related to the internship experience.

4. Responsibilities of Employer. The Employer shall:

- 4.1 Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives compatible with those of SUU's program;
- 4.2 Orient the Intern to the employee's rules, policies, procedures, methods, and operations;
- 4.3 Perform risk assessments and provide orientation to the Intern of known or reasonably likely risks;
- 4.4 Evaluate the Intern's performance and notify the SUU's Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Intern;
- 4.5 Comply with all federal, state, local, and municipal laws, ordinances and codes applicable to Employer;
- 4.6 Private Sector "for-profit" Employers are required to follow the U.S. Department of Labor Wage and Hour Division's requirements for Internship Programs Under the Fair Labor Standards Act which can be found here: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
- 4.7 Accept responsibility for supervising the Intern at the internship site.
- 4.8 Employers grant Interns the following limited uses to works they create under the terms of the internship.
 - 4.8.1 1) The right to claim attribution, maintain copies or files of the work, and to display work in professional portfolios; and
 - 4.8.2 2) to derive other works from the works created as interns *unless* the work has resulted in a patent or other licensable property.

5. Responsibilities of Intern. The Intern shall:

- 5.1 Be enrolled as an internship student by reviewing SUU Policy 6.3 and completing the SUU "Internship Permission Form" and "Internship Liability Waiver."
- 5.2 Comply with Employer's rules, policies and procedures.

- 5.3 Complete the internship during the dates specified unless modified by the Employer and SUU.
- 5.4 Work conscientiously under the direction of the supervisor assigned by the Employer, submitting all reports and assignments as required.
- 5.5 Report serious problems, including physical, safety, personnel, and other observed risk issues to the Employer Internship supervisor and the SUU/Departmental Internship Coordinator.
- 5.6 Accept risks involved during the internship program. Participation as an Intern may involve risks not found in study at the Institution. These include risks involved in traveling to and from the place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. The Intern represents that he/she has conducted a risk investigation and is willing to accept these risks.
- 5.7 Consult with his/her personal physician in regard to necessary immunizations and any other medical matters relating to participation in the internship program.
- 5.8 Authorize SUU's designated representative to grant permission for any necessary medical treatment for which the Intern will be financially responsible, if, during participation in the program, such intern shall become incapacitated or otherwise unable to provide consent for medical treatment and advance consent cannot be obtained from the Intern's family/guardians.
- 5.9 Be personally responsible for all housing, transportation, study, and other arrangements in connection with the internship and personally bear all associated costs, unless these are provided by the Employer. In addition, be personally responsible for any financial liability and obligation which is incurred, and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by the Intern during participation in the internship program.
- 5.10 Abide by all applicable laws. Intern should understand that he/she must personally attend to any legal problems encountered or incurred as an Intern.
- 5.11 Acknowledge and agree that as an Intern, he/she will be placed with the Employer to receive educational experience as part of his/her academic curriculum. Unless mutually agreed upon by the Employer and the SUU Departmental internship coordinator, duties performed as an Intern are not performed as an employee of the Employer but rather in fulfillment of the academic requirements of the Intern's educational experience and are to be performed under direct supervision by Employer personnel. Unless the Intern is approved to perform the internship as a compensated employee of the Employer, neither the Employer nor SUU is required to provide worker's compensation coverage for the Intern. Therefore, the Intern shall privately obtain and maintain in effect during the full period of the internship, an appropriate health insurance policy if s/he desires such coverage.
- 5.12 Understand that other expenses such as additional time lost from the job (if Intern has one), broken equipment (like a cell phone, for example), damaged clothing, etc., will not be covered by the Employer or SUU.
- 5.13 Acknowledge that all copyright and other intellectual property rights in any such original creative work produced by the Intern *during times employed and working under the terms of the Internship* shall be owned entirely by the Employer.

5.14 Acknowledge that he/she is bound by the terms and conditions of this agreement which specifically apply to Interns.

6. **Entire Agreement.** This Agreement and the associated documents reference herein constitute the entire agreement of the parties with respect to the subject matter of this agreement.
7. **Authorization.** The persons executing this Agreement on behalf of a party hereby represent and warrant that they are duly authorized and empowered to execute the same, that they have carefully read this Agreement, and that this Agreement represents a binding and enforceable obligation of such party.
8. **Counterparts; Electronically Transmitted Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and all such counterparts shall constitute one and the same Agreement. Signatures transmitted by facsimile and/or email shall have the same force and effect as original signatures.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated below.

SUU/Department:

Authorized Signature: _____
Printed Name: _____
Title: _____
Dated: _____

Employer:

Authorized Signature: _____
Printed Name: _____
Title: _____
Dated: _____

Intern:

Signature: _____
Printed Name: _____
Date: _____

SOUTHERN UTAH UNIVERSITY
School of Business

INTERNSHIP PERFORMANCE EVALUATION FORM

The following evaluation form is to be completed by the intern's on-site work supervisor and used by the Department Chair or Internship Coordinator in determining the intern's grade.

INTERN'S NAME: _____

COMPANY/ORGANIZATION: _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S PHONE NUMBER: _____

SUPERVISOR'S EMAIL: _____

1. Please evaluate the following aspects of the intern's performance.

Performance Evaluation	Excellent	Good	Fair	Poor	Not evaluated	Comments
Punctuality						
Attendance						
Dependability						
Enthusiasm						
Attitude						
Initiative						
Creativity						
Work Relations						
Cooperation						
Oral Communication Skills						
Written Communication Skills						
Technical Skills						
Work Quality						
Productivity						
Overall Rating						

2. Would you utilize this student again as an intern (please feel free to elaborate on this response)?

3. Please use this space to make any additional comments about this intern you feel are appropriate.

4. An intern is required to perform approximately 45 work-hours to receive one hour of academic credit. Please verify that the above-referenced intern performed at least one of the following number of work-hours (circle one):

45 hours 90 hours 135 hours

5. Please indicate in which semester the intern performed the work-hours (circle one):

Fall Spring Summer

Signature of Intern Supervisor

Date

Please return completed form to the Intern or to:

Department Chair/Departmental Internship Coordinator
School of Business
351 W. University Blvd.
Cedar City, UT 84720

**Southern Utah University
School of Business**

INTERNSHIP REPORT

Please, prepare an Internship Report and return it to the Department Chair or Departmental Internship Coordinator no later than one week prior to finals. The report should be at least 5 pages in length, double-spaced, type written, in a 12 point font with no more than one inch margins. In completing the report be sure to address the following topics, where appropriate:

1. Analyze and describe how you accomplished your goals and learning objectives as outlined in your Internship Proposal.
2. Describe how your academic classroom experiences enhanced your internship experience. Explain the linkage between the classroom and the work experience.
3. Describe your specific duties and responsibilities.
4. Describe any specific tasks you accomplished and projects you completed.
5. Describe any new professional skills you acquired during the internship.
6. Explain how or why the internship was a valuable experience for you.
7. List the five most important aspects of this internship experience and explain why they are important to you.
8. Discuss how your supervisor was helpful as a mentor/teacher.
9. Describe how you were treated by support staff, co-workers, and your supervisor.
10. Describe what you most enjoyed and disliked about the internship and explain why.
11. Share what you learned about your potential career field.
12. Would you recommend this internship to other students? Please explain.