

MBA Internship LEARNING AGREEMENT
Division of Graduate Studies

Please type or print neatly

Name: _____

Residence during Internship: _____

City: _____ State, Zip: _____

Phone Number: (____) _____

OBJECTIVES OF YOUR Internship: *(What do you hope to learn from this experience?)*
[List Three related to Business and/or Business Administration]

- 1. _____
- 2. _____
- 3. _____

ACHIEVEMENT OF LEARNING OBJECTIVES: *(List responsibilities that will enable you to achieve your objectives, i.e., specific duties and projects)*

- 1. _____
- 2. _____
- 3. _____

Graduate STUDENT RESPONSIBILITIES:

- Complete and return Learning Agreement to Course Instructor **prior** to beginning work
- Register for course MBA 591
- Fulfill expectations and duties assigned by employer (Mentor) and faculty supervisor
- Document statement of total hours worked [See below]
- Complete Final Paper summarizing work experiences
- Complete Book Review on One Assigned Professional Reading Book
- Read articles posted to SAKAI site and participate in discussion with the instructor and other students

ON SITE Mentor/Supervisor RESPONSIBILITIES:

- Provide opportunities for intern to complete learning objectives
- Give feedback to intern student regarding progress
- Complete final evaluation (Verbal) to faculty supervisor
- Notify the intern, faculty supervisor, and co-op department of potentially dangerous situations that may occur at work. [See below]

Internship Site INFORMATION:

Intern's Position/title: _____

Student's work phone/fax: _____

Students e-mail: _____

Company/Organization: _____

Address: _____ URL Address: _____

Type of Organization: _____

On-site Mentor/Supervisor (employer): _____

MBA Interns cannot work at the same site as their regular employment. They may work in the same organization but not under the same supervisor as their regular employment supervisor

Supervisor's Title: _____ Supervisor's phone: _____

Supervisor's fax: _____

Supervisor's e-mail: _____

Dates of Internship from: _____ to _____

Schedule: (days per week and hours per day) _____

Pay rate (if applicable): _____

Signatures:_____
Intern_____
Date_____
Mentor/ Supervisor_____
Date

The above signatures indicate that the intern and mentor agree to abide by the STUDENT and MENTOR responsibilities listed on page 1 and that they have mutually developed and approved the learning objectives for this internship.

Approvals:_____
Course Instructor_____
Date_____
MBA - Program Coordinator_____
Date

MBA 591 – Business Administration Internship Final Certification

Our signatures below indicate that we are certifying the following:

1. The intern has completed required clock hours during this internship onsite with the mentor (150 hours (120 hours if under the old MBA program, prior to 2013-2014 Academic Year))
2. The intern has completed all assignments (within the time constraints of the internship) assigned by the mentor.
3. The intern has satisfactorily achieved the learning objectives of the internship.

Mentor Completes the Hours Requirement by Writing in the Number of Hours Completed:

Hours Completed

Mentor Initials the Space Next to the Line Describing how the Intern's Objectives Were Completed:

_____ Intern Completed All of the Internship Goals and Objectives

_____ Intern Completed Most of the Internship Goals and Objectives

_____ Intern Completed Some of the Internship Goals and Objectives

_____ Intern Completed None of the Internship Goals and Objectives

Intern

Date

Mentor/ Supervisor

Date