

**BUSINESS INTERNSHIP
COMPANY SUPERVISOR/FACULTY AGREEMENT**

What is an Internship?

Internship at Northern Oklahoma College is a program of interrelated work between the student and the assigned business; in which students combine classroom theory with on-the-job training and observation. The student’s experience must be related to his or her field of study. A student must be at sophomore standing, 30 hours, to participate in the program.

Students at Northern earn 3 hours of credit for internship experience and will work a minimum of 6 hours per week for 12 weeks during the semester. Students must also complete several out-of-class assignments and a formal report to receive full credit for the course. All due dates are determined by the internship coordinator and discussed with the student prior to the start of the internship.

Northern Oklahoma College Responsibilities:

- Designate a coordinator to work with the employer and/or supervisor of students participating in the Internship.
- Counsel students on available job opportunities and help them choose the job most suited to each individual’s talents and aspirations.
- Screen and refer students who meet the college’s and the employer’s eligibility standards.
- Correlate work and study in a manner that will assure maximum learning and production on the part of each student.
- Visit the work site by the 6th week of the internship period, to validate the learning experience and discuss the student’s progress with the supervisor and/or employee.
- Evaluate the student’s performance based on internship agreement and supervisor evaluation for the purpose of assigning academic credit and final grade.
- Inform the employer of any change to major, failure to maintain program standards or withdrawal from the program.
- Provide any other service that is available at the college and appropriate to the maintenance of a smooth-running and effective Internship Program.

The sponsor (workplace supervisor) of the Intern agrees:

- To provide a variety of enriching management work experience for the student intern.
- To provide the intern with at least 80 hours of work experience during the semester.
- To complete two evaluations of the intern.
- To discuss any difficulties with the faculty supervisor.

COMPANY _____

ADDRESS _____

TELEPHONE _____ FAX _____

SUPERVISOR’S NAME _____

INTERN SUPERVISOR’S SIGNATURE

DATE

INSTRUCTOR’S SIGNATURE

DATE

**BUSINESS INTERNSHIP
APPLICATION FORM**

STUDENT NAME _____
Last First Middle Initial

STUDENT ID _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBERS:

CELL _____ HOME _____

EMAIL ADDRESS _____

MAJOR _____ EXPECTED GRADUATION DATE _____

GPA _____ OF COLLEGE CREDIT HOURS COMPLETED _____

NOC ADVISOR _____

JOB ASSIGNMENT LOCATION _____

JOB ASSIGNMENT POSITION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SUPERVISOR _____

TELEPHONE NUMBER _____

EMAIL _____

Explain in a short paragraph how this internship will benefit you and list classes you have completed that will help you with your internship.

STUDENT'S SIGNATURE _____

DATE _____

**BUSINESS INTERNSHIP
PROFESSIONAL AGREEMENT**

By participating in the Business Management Internship Program, I agree to abide by all college policies. I also agree to the following conditions:

- This is an internship that allows me to apply skills learned throughout my education to the work environment.
- The assigned company is recognized as an extension of Northern for the duration of this course. Therefore, the instructor and/or supervisor are the accepted authorities for making adjustments in the job training and/or resolving any problems that may arise.
- I will take advantage of all training materials available at my assigned company and will attend any in-service training that is provided by the employer.
- I will accept counseling and guidance from the instructor concerning my work and any problems I encounter will be discussed with them as soon as possible.
- It is possible that I may be dismissed from my job by my employer. This action is considered to be serious, the results of which may be dismissal from the Internship program at the discretion of the instructor.
- I will attend as required and as mutually agreed upon by myself, the instructor and the assigned company supervisor and will be punctual. I will notify my employer immediately on any day that it is impossible for me to report to my job.
- I will maintain a professional appearance that follows the pattern set by the assigned company and follow all company regulations including, but not limited to, smoking, food and drinks and children on the job site.
- I will work to the best of my ability in my studies and on the job and I will carry out my training on the job in such a manner as to reflect positively upon myself, the program, and Northern Oklahoma College.
- I understand that under no circumstances may I change job training sites as a result of another job opportunity. Nor may I choose to drop the internship in favor of the completion of a business course to complete my degree. The assigned training site is accepted by me in good faith with an employer who expects completion of the assignment for college credit.
- I understand that all job-related information and records are **CONFIDENTIAL** and I will hold them in strictest confidence.
- I will be honest with the employer’s time, use of facilities, money, and business records or I will be dropped from the Business Management Internship Program with loss of credit for the semester.
- I will complete all assignments for the course and follow all academic policies as stipulated in the course syllabus and the student handbook. I understand that late assignments will not be accepted.

STUDENT’S SIGNATURE

DATE

INSTRUCTOR’S SIGNATURE

DATE

INTERN SUPERVISOR’S SIGNATURE

DATE

**BUSINESS INTERNSHIP
STUDENT TIME SHEET**

NAME _____

WEEK OF: _____

Date	In	Out		In	Out	Total Hours
Total						

DESCRIPTION OF DUTIES PERFORMED THIS WEEK:

STUDENT'S SIGNATURE DATE

INTERN SUPERVISOR'S SIGNATURE DATE

MUST BE SUBMITTED WEEKLY.

NOC Fax #: 580.628.6209

**BUSINESS INTERNSHIP
STUDENT TIME SHEET**

SAMPLE DOCUMENT

NAME John Student

WEEK OF: September 3 – 7, 2012

Date	In	Out		In	Out	Total Hours
9/3/2012	Holiday					
9/4/2012	9:00	12:00		1:00	2:00	4.00
9/5/2012	-	-		1:00	4:15	3.25
9/6/2012	9:00	11:30		-	-	2.50
9/7/2012	9:00	-		-	1:45	4.75
Total						14.5

DESCRIPTION OF DUTIES PERFORMED THIS WEEK:

- Data entry
- Payroll calculation & tax reports

STUDENT'S SIGNATURE DATE

INTERN SUPERVISOR'S SIGNATURE DATE

MUST BE SUBMITTED WEEKLY.

NOC Fax #: 580.628.6209

STUDENT'S SELF EVALUATION FORM

Student's Name _____ Date _____

Assigned Company _____

Intern Supervisor _____ Hours Worked Each Week _____

	Excellent	Good	Fair	Poor
1. Ability to follow instructions				
2. Ability to get along with people				
3. Dependability (no one has to check behind me; I can be counted on to be there and to do the job well)				
4. Industry and Initiative (I'm aware of things that need doing and don't have to be told to do them)				
5. Loyalty to workplace (very supportive of workplace whether I'm there or somewhere else)				
6. Enthusiasm for work (I show a positive attitude, even when I don't feel like it)				
7. Honesty				
8. Punctuality				
9. Courtesy and manners				
10. Personal appearance at work				
11. Quantity of work produced				
12. Quality of work produced				

Did you feel that the work assignments were closely related to your field of study and/or career objectives?

Do you believe you were given an adequate amount of responsibility? Explain.

Describe ways you feel you can improve your job performance in the future based on your experiences with this internship.

List any additional comments (good or bad) you wish to add about your employer or the experiences on the job during this internship.

BUSINESS INTERNSHIP EMPLOYEE EVALUATION FORM

Intern Supervisor _____ Date _____

Student's Name _____

This evaluation form should be completed at the end of week 6 and again at the completion of the internship.

Please rate the student based on their skills in the following areas: communication, cultural awareness, social & civic responsibility, critical thinking, and technology utilization. Based on your ranking of the student using the scale below, assign a percentage score for each category.

Rating Scale:

E = Excellent (Rate between 93% and 100%)

G = Above Standard - Good (Rate between 85% and 92%)

A = Meets Standard - Average (Rate between 76% and 84%)

NI = Need Improvement (Rate below 75%)

NA = Not Applicable

Skill	E	G	A	NI	NA	Comments
<p>Communication: % Rating _____</p> <ul style="list-style-type: none"> • Follows written or oral instruction • Cooperates with supervisors and accepts suggestions and criticisms • Communicates effectively with co-workers • Communicates effectively with the public 						
<p>Cultural Awareness: % Rating _____</p> <ul style="list-style-type: none"> • Works well with individuals who possess different beliefs, customs, and attitudes 						
<p>Social & Civic Responsibility: % Rating _____</p> <ul style="list-style-type: none"> • Personal Appearance • Manners • Attitude • Tactfulness • Enthusiasm • Honesty • Telephone Skills • Reliability, Attendance, Punctuality • Thoroughness of work • Neatness of work • Time management skills (does not waste time) • Abides by any existing legal and ethical constraints • Obeys privacy & security rules 						

<p>Critical Thinking: % Rating _____</p> <ul style="list-style-type: none"> • Proceeds in the absence of specific instructions • Solves problems when appropriate 						
<p>Technology Utilization: % Rating _____</p> <ul style="list-style-type: none"> • Demonstrates the ability to use computers to perform various office functions 						

What do you consider the intern’s most significant strengths?

How could the intern improve?

Additional Comments:

INTERN SUPERVISOR’S SIGNATURE

DATE

EMPLOYER'S REPORT OVERALL PERFORMANCE

In view of my previous evaluations of this student, my overall opinion of the performance of this student, _____ is:

Student's Name

Unsatisfactory: Intolerable worker. Performance was such that I would not recommend trainee to other positions.

Satisfactory: Tolerable worker. Performance was barely adequate. Needs significant improvement.

Good: Average worker. Standard performance, has done what was expected. Somewhat more than adequate. Could be recommended to other positions.

Superior: Excellent worker. Performance surpassed expectations and made a few improvements on the objectives of his/her position. Could definitely be recommended to other positions.

Outstanding: Extraordinary worker. Performance far surpassed requirements of position. Obviously an excellent worker who has great potential. Would not hesitate to recommend student to other positions and would even keep student myself if a position were available.

Appraiser's Comments:

Your suggested grade for student. Please circle:

A = Good

B = Average

C = Need Improvement

Theoretically, if you had a position available to a person with the intern's background, would you hire the intern? _____ Yes _____ No

Please explain and indicate any adjustments you would like to see made to the internship program.

INTERN SUPERVISOR'S SIGNATURE

DATE