

Name: _____

- B. The Site Supervisor will be responsible for utilizing the student to her/his fullest capacity, to assign her/ him to challenging tasks whenever possible, and to allow the student the maximum opportunity to grow through the use of skills acquired and the exercise of judgment in making decisions.
- C. (If Applicable) The Faculty Sponsor will monitor the progress of the student throughout the internship and act as a resource as required. The faculty sponsor will establish the criteria for evaluating the internship, maintain communication with the Site Supervisor, debrief the intern, and record the Course Grade in the registrar's office.
- D. The student will complete an evaluation of the internship experience at the conclusion of the experience. The Site Supervisor is required to evaluate the performance of the student on a continuing basis throughout the internship, to meet with the student periodically to inform her/him or her/his progress and to complete the mid-term and final evaluation forms provided by the College. The site supervisor will detail the strengths exhibited by the student during the internship period as well as those areas where improvement is required.
- E. The Faculty Sponsor is responsible for accumulating and evaluating the material provided by the student and the site.

Outline of Course Requirements for Credit-Based Internships:

- A. As a requirement for the successful completion of the internship, the student is required to submit the following material/s (outlines, logs, evaluations, final report, presentation, etc.):

- B. Grading for this internship (circle one: letter grade/credit or no credit) will be based on the following:

I, _____ will carefully investigate, through the Career Center's resources, available information about a prospective employer, and will seriously consider the requirements of the position before interviewing for it. I will make a decision to accept a position only when I am fully aware of, and willing to honor my responsibilities to the internship employer. I will make a prompt decision in order that another student may be offered the position if I decline it. I recognize my responsibility to perform all tasks assigned to me to the best of my ability, to meet all the standards and conditions of my employment, and to abide by the work schedule established by my employer. I am to notify my Faculty Sponsor and the School of Business of any significant changes in my status which would have a direct effect on my performance as a participant in the internship program. I am aware that my conduct on each internship assignment is subject to the policies and procedures of the Stockton Career Center.

Signatures:

Student: _____

Date: _____

Site Supervisor: _____

Date: _____

Faculty Sponsor: _____

Date: _____