



College of  
Business

Internship Agreement  
**ACCT 440I**

Student Name \_\_\_\_\_ A# \_\_\_\_\_ Credit Hours \_\_\_\_\_

Internship Coordinator/Instructor \_\_\_\_\_

Company \_\_\_\_\_ Onsite Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Phone \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

**Attach a description of duties.**

**I. RESPONSIBILITIES: APSU COLLEGE OF BUSINESS**

1. To provide access to BBA students of junior or senior classification for internship. Student must be admitted into the BBA program. The student **must** have at least a **3.0 cumulative GPA**. The Dean or Associate Dean per APSU Bulletin must approve any exceptions.
2. To provide an Internship Coordinator/Instructor who assumes the overall responsibilities for the course. The Coordinator/Instructor shall also function as the official liaison between the APSU College of Business and the Onsite Supervisor.
3. To provide a pass/fail grade for 0-6 hours of credit upon completion of the internship requirements.
4. To not discriminate in the selection of interns because of race, creed, religion, color, national origin, sex, age, physical or mental handicap, or veteran status.

**II. RESPONSIBILITIES: INTERNSHIP SITE**

1. To provide a meaningful internship experience to the APSU College of Business student.
2. To provide the intern with a written job description and orient the intern regarding policies, processes, forms, schedules, and other aspects necessary to carry out the tasks outlined in the description.
3. To provide an Onsite Supervisor who will assume the supervision and evaluation responsibilities regarding the student's training and performance activities during the internship.
4. To evaluate student progress on a continuous basis and provide a candid final performance appraisal of the student's activities during the internship. The Onsite Supervisor will complete the Intern Performance Appraisal form, review it with the intern, and provide a copy to be submitted by the intern via D2L Dropbox, email, or fax to the Internship Coordinator/Instructor.
5. Determine and track the hours and days of work up to forty hours per week. A **minimum of 60 hours** are to be worked by the student during the semester for EACH credit hour received.
6. To provide students the opportunity to work in an environment that is **relevant to career opportunities in their major field of study**.
7. To permit reasonable program review and evaluation by the Internship Coordinator or his designee; to arrange meetings with appropriate personnel to answer questions; and to cooperate with other reasonable request for program information.
8. To not discriminate in the selection of interns because of race, creed, religion, color, national origin, sex, age, physical or mental handicap, or veteran status.

