

**AP**  
**Austin Peay**  
State University  
College of Business

Internship Agreement  
**FIN 440I**

Student Name \_\_\_\_\_ A# \_\_\_\_\_ Semester \_\_\_\_\_

Course Credit Hours \_\_\_\_\_ Internship 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.

### III. RESPONSIBILITIES: STUDENT

1. To apply for internship **before** the beginning of the corresponding semester.
2. To provide their own transportation and housing during the internship.
3. To comply with all requirements and responsibilities agreed upon by the Internship Coordinator/Instructor and the Onsite Supervisor as well as those of the overall internship program.
4. To maintain dress and grooming appropriate to the assigned job responsibilities.
5. To conduct themselves in a professional manner at all times.
6. To write and submit biweekly activity reports and a written reflection paper to the Internship Coordinator/Instructor according to the requirements of the syllabus. The paper will describe the internship experience in detail, relating the practical side of the experience to academic concepts and theory. This paper, the onsite supervisor's evaluation, and the student's weekly activity reports shall be the basis on which a pass/fail grade shall be assigned.
7. To provide the Onsite Supervisor an Intern Performance Appraisal Form at the end of the internship. The Appraisal is to be discussed with the Onsite Supervisor and signed. The Appraisal must be submitted by the intern via D2L Dropbox, email, or fax to the Internship Coordinator/Instructor.
8. To follow administrative policies, standards, and practices of the intern site.
9. To understand that the internship does not constitute a contract of employment.

### IV. MUTUAL AGREEMENTS

1. It is understood that this agreement may be modified provided that the modification is in writing, and agreed upon by all parties.
2. This agreement may be canceled by either the Dean of the APSU College of Business, the Internship Coordinator, or Onsite Supervisor by written notice.
3. It is understood by all parties that this Syllabus/Internship Agreement does not constitute a contract of employment.

### V. AUTHORIZATION

This agreement shall not be in effect until signed by the following:

_____	_____	_____	_____
Student Intern	Date	Onsite Supervisor	Date
_____	_____	_____	_____
Department Chair	Date	Internship Instructor	Date