

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.

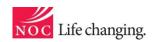
Northern Oklahoma College Responsibilities:

- 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		N. 111 X 22 1
Last	First	Middle Initial
STUDENT ID		
ADDRESS		
CITY	STATEZIP	
PHONE NUMBERS:		
CELL	HOME	
EMAIL ADDRESS		
MAJOR	EXPECTED GRADUA	TION DATE
GPA	OF COLLEGE CREDIT HOURS	COMPLETED
NOC ADVISOR		
JOB ASSIGNMENT LOCATION		
JOB ASSIGNMENT POSITION		
ADDRESS		
CITY	STATEZIP	
SUPERVISOR		
TELEPHONE NUMBER		
EMAIL		
Explain in a short paragraph how completed that will help you with	this internship will benefit you an your internship.	nd list classes you have
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 OI	7 :			-		
	Date	In	Out	In	Out	Total Hours
	Total					
STUDEN'	Γ'S SIGNATU	RE			DA	ATE
	SUPERVISOR		RE		DA	ATE
MUST BE	E SUBMITTED	WEEKLY.				

NOC Fax #: 580.628.6209



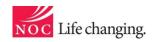
BUSINESS INTERNSHIP STUDENT TIME SHEET

SAMPLE DOCUMENT

NAME <u>J</u>	ohn 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
• Dat	ΓΙΟΝ OF DUTIES F ta entry roll calculation & ta					
STUDENT	C'S SIGNATURE				DAT	ΓΕ
INTERN S	UPERVISOR'S SIC	GNATURE	3		DAT	ΓE

MUST BE SUBMITTED WEEKLY.

NOC Fax #: 580.628.6209



STUDENT'S SELF EVALUATION FORM

Student's Name Date					
Assigne	d Company				
Intern S	upervisor	_ Hours W	orked Eac	ch 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				
٥.	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				
	Quantity of work produced				
12.	Quality of work produced				
Did you	feel that the work assignments were closely related to you	r field of stu	dy and/or	career o	bjectives?
Do you	believe you were given an adequate amount of responsibili	ity? Explain			
	e ways you feel you can improve your job performance in a sinternship.	the future ba	sed on yo	ur experi	iences
	additional comments (good or bad) you wish to add about ng this internship.	your employ	er or the	experien	ices on the



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

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Skill	E	G	A	NI	NA	Comments
 Communication: % Rating Follows written or oral instruction Cooperates with supervisors and accepts suggestions and criticisms Communicates effectively with co-workers Communicates effectively with the public 						
Cultural Awareness: % Rating						
 Works well with individuals who possess different beliefs, customs, and attitudes 						
Social & Civic Responsibility: % Rating						
 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 						

BMGT 2240 Business Internship



 Critical Thinking: % Rating Proceeds in the absence of specific instructions Solves problems when appropriate 					
Technology Utilization: % Rating • Demonstrates the ability to use computers to perform various office functions					
What do you consider the intern's most significant str	ength	s?			
How could the intern improve?					
Additional Comments:					



EMPLOYER'S REPORT OVERALL PERFORMANCE

• •	Student's Name
	Student's Ivanie
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. Woul not hesitate to recommend student to other positions and would even keep student myself if a position were available.
Appraiser's Commo	nts:
A = Good	de for student. Please circle:
B = Averag C = Need I	e mprovement
	had a position available to a person with the intern's background, would yo Yes No
Please explain and	ndicate any adjustments you would like to see made to the internship program
INTERN SUPERVIS	OR'S SIGNATURE DATE