ROWAN UNIVERSITY ROHRER COLLEGE OF BUSINESS SUPERVISED INTERNSHIP PROGRAM
POSITION APPLICATION & APPROVAL

☐ Accounting ☐ Finance ☐ Management ☐ MIS ☐ Marketing

* Please refer to the back side of this page for course descriptions and prerequisites.

Semester: Fall 20__ Spring 20__ Summer 20__

Student Name: ____________________________ Rowan ID: ____________________________

Local Address: ____________________________ Telephone: ____________________________

E-Mail: ____________________________

Major: ____________________________ Credit Hours Completed: ____________________________

Title of Internship Position: ____________________________ Compensation: ____________________________

Planned Dates of Internship: ____________________________ Planned Hours per Week: ____________________________

Organization Name: ____________________________ Number of Employees: ____________________________

Organization Address: ____________________________

Immediate Supervisor: ____________________________ Title: ____________________________

Telephone: ____________________________ E-mail: ____________________________

Please provide a detailed account of responsibilities and activities to be performed during the internship. If possible, provide an estimate of the time to be spent on each of the identified activities. Attach additional pages if needed.

I have discussed and understand the duties required of the internship as identified above.

Student Signature: ____________________________ Date: ____________________________

I have discussed with the above named student the requirements of his/her internship with us, and I approve of his/her participation in the Supervised Internship Program.

Signature of Company Representative: ____________________________ Date: ____________________________

Signature of Faculty Supervisor: ____________________________ Date: ____________________________

Last modified 06/19/2008
Name of Company

Location

Type of Business

Years in Business

Number of employees in the site where intern will work

Name of Department within which Intern will work

Any Special Requirements

Job-related Risks & Hazards

Insurance coverage provided, if any

Any additional information:
List of activities and Percentage of time allocated

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<th>Activity/Duty</th>
<th>% Of Time (weekly)</th>
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*Any additional, publicly available information is appreciated.*
Student Responsibilities

Students signing up for the Internship in Marketing are expected to read the following instructions carefully. Failure to adhere to these requirements may jeopardize student admission into the course or affect their performance in the course.

1. Secure an internship with an organization.
2. Have the Application for Internship form signed by the Supervisor in the employing organization.
3. Get the approval of the course instructor.
4. Applicants should have taken courses relevant to the job description of the internship position. For example, students going to do marketing research in their internship should have taken the Research Methods course, etc. Prior to signing up with an organization, it is important to discuss with the instructor the type of work they can do in the internship based on the courses they have taken.
5. Register for the course.
6. Students, who somehow register for the course but fail to produce an approved Internship Application form, will not be allowed to stay in the course beyond the first meeting during the first week of class.
7. Attend the first day of class during which time instructions will be given on how the course and student ID and password for WebCT will be disseminated. Students that are not able to attend this session should contact the instructor ahead of time and receive all necessary instructions. The first meeting will be the only session that will be held in the classroom. The course relies on on-line discussion and submission of reports electronically.
8. Share learning experience with students.
9. Have a Rowan University e-mail address because instructor will communicate with students only through this medium. Routine telephone messages about the course will not be returned.
10. Have Internet access.
11. Read and follow the requirements and instructions in the course syllabus. Assignments are due at the periods specified in the syllabus. No additional reminders will be sent.
Employer Responsibilities

1. Employers are expected to provide interns with a meaningful, career-related work experience. The internship position should provide students with insight into issues in the field of marketing and exposure to the organizational environment. The job description in the Application for Internship has to reflect the quality of the experience the intern is expected to gain.

2. Supervision and guidance commensurate with the position is needed.

3. Provide intern with access to information that may be needed for submitting reports of activities and the internship experience. Confidential and proprietary material should be pointed out to intern in advance.

4. The duration of the internship is 150 hours. Company is expected to assist in maintaining a log of hours worked and verify them when student submits periodic reports.

5. Internships may be paid or unpaid.

6. Work supervisor will brief intern about company rules and policies. It is particularly important to inform interns about policies pertaining to proprietary matters.

7. Provide instructor with information pertaining to intern's performance and allow telephone discussion and site visits, whenever necessary.

8. Submit an evaluation of the intern using a form provided for this purpose.

9. Communicate to instructor if there are any questions, concerns, or problems anytime during the semester.