

University of Arkansas – Fort Smith  
College of Business  
Internship Agreement & Site Information

Objective of the Internship Program: To encourage students to engage in a significant professional learning experience involving the practical application of the academic curriculum beyond the classroom and to contribute to the development of student interns' core business competencies in a professional environment.

by intern \_\_\_\_\_ :

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_ Internship course: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ email address \_\_\_\_\_

To be completed by intern's supervisor:

First Day of Work: \_\_\_\_\_ Last Day of Work: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ per Hour/Week/Month

Work Schedule (specify day and times):

Intern Agrees

- 1) To abide by all company rules, regulations, and policies.
- 2) To fulfill his/her duties under the Agreement to the best of his/her abilities.
- 3) To maintain confidentiality of company information
- 4) To keep the Internship Coordinator informed of any change in work status or job duties / responsibilities (see reverse).
- 5) To remain alcohol / drug free while engaged in the duties of the internship.

Host Company Agrees

- 1) To provide a safe and healthy work environment for the student intern
- 2) To abide by all federal and state nondiscrimination / anti-harassment laws and regulations.
- 3) To provide supervision to the student intern and assign tasks that challenge the student intern within the scope of the intern's knowledge and competency level.
- 4) To provide a professional environment that will contribute to the development of the student interns' core business competencies.
- 5) To evaluate and report the student intern's performance and progress to the internship coordinator at the mid and end point of the internship
- 6) To contact the internship coordinator if problems related to poor job performance, poor attendance, etc. occur during the internship period.
- 7) To reserve the right to terminate the internship after consultation with the internship coordinator and all efforts to resolve the issue have been exhausted.

Please Print Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Internship Semester/Yr: \_\_\_\_\_

To Be Completed By the Site Supervisor

Please give a brief description of the primary job duties/responsibilities your intern will have during the 135-hour internship. These duties should be related to the area in which intern credit is being granted. Use an additional sheet if necessary

If student has been employed with company more than three months: Does the job description include a change or increase in responsibilities?                      Yes                      No                      N/A

For additional information, please contact:

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