



DEPARTMENT OF BUSINESS ADMINISTRATION
INTERNSHIP WORK LEARNING AGREEMENT

Course Number: _____ Student ID#: _____

Credits: _____ Semester of Internship: [] Fall [] Sp [] Su 20____

Internship Period: Start Date ____/____/____ to End Date ____/____/____

Name: _____
First Middle Last

E-mail: _____

Address During Internship: _____
Street City, State, Zip Code

Phone Number (____)-_____ Campus Box #: _____ Cell Phone #: _____

Internship Site Organization: _____

Address: _____
Street City, State, Zip Code

Phone Number (____)-_____ Fax Number: (____)-_____

Site Supervisor: _____
First Last Title

Site Supervisor Email Address: _____

The undersigned approve of this internship and concur with all the terms of this work learning agreement.

Intern's Signature: _____ Date: _____

DBA Internship Coordinator: _____ Date: _____

Department Chair: _____ Date: _____

Site Supervisor: _____ Date: _____

EVALUATION METHODS:

Site Supervisor Evaluation _____% Final Paper _____% Journals _____%
Work Samples _____% Other _____%

FOR OFFICIAL USE ONLY

_____ Job Description/Learning Objectives Completed

_____ 58 Credits Completed _____ 2.0 GPA (or higher)

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DEPARTMENT OF BUSINESS ADMINISTRATION INTERNSHIP WORK LEARNING AGREEMENT

REQUIREMENTS AND PURPOSE

Cedarville University's DBA requirements for an internship for credit are very purposeful. An internship is a practical, planned work-learning experience developed through a team effort by a student, a learning institution, and a host organization. An internship allows the student an opportunity to gain on- the-job experience related to the student's academic program. The experience should stretch the student's knowledge of the field of study while serving as a productive member of the host organization. The internship may be full- or part-time, paid or voluntary. *Students must register for the internship course in the semester in which they are actually working at their organization to fulfill the internship requirements.*

INTERNSHIP WORK LEARNING AGREEMENT PROCEDURES

- 1. COMPLETE THE APPLICATION FORM:** Complete the attached application and have the DBA Chair, Faculty Internship Coordinator and Internship Site Supervisor sign and date the form.
- 2. PROVIDE A JOB DESCRIPTION:** Type a brief description of the actual work to be performed or a job description provided by the organization.
- 3. LEARNING OBJECTIVES:** Type at least 3 learning objectives. Make sure that your learning objectives are measurable, challenging, and relate to your major field of study.
- 4. TURN IN THE FORMS:** Return the completed application, a copy of the job description, and learning objectives to the DBA Internship Coordinator.
- 5. ESTABLISH THE EVALUATION METHOD:** This section, on the application, should be completed in consultation with the DBA Internship Coordinator who will award your grade for the internship. Although requirements will vary, students are required to maintain and submit a journal, a final paper explaining or demonstrating how each objective was met and possibly examples of the work performed at the work site. Your final grade must be based partially on one or more evaluations completed by the site supervisor.

*** Please note that you will not be able to register for the internship until all of the above are completed and submitted to the DBA Internship Coordinator.

Internship Period

Fall Semester
Spring Semester
Summer Semester

Deadline

Last day of drop/add in the Fall Semester
Last day of drop/add in the Spring Semester
Last day of the 1st week of the 1st summer session