

WINONA

STATE UNIVERSITY

COLLEGE OF BUSINESS

INTERNSHIP PROPOSAL AND CONTRACT

2010-2012 Catalog

BUSA Major Prerequisites: ACCT 211, ACCT 212, BUSA 220/ECON 222, BUSA 291 or BUSA 301, ECON 201, ECON 202, MGMT 315 or MGMT 325, MKTG 300, MIS 202, MGMT/OM 334

HR Major Prerequisites: ACCT 211, ACCT 212, BUSA 220/ECON 222, ECON 201, ECON 202, MIS 202, MGMT 315, MGMT 317, One HR elective, either MGMT 325 or MGMT 417 or MGMT 467

Name of Intern _____ Tech ID# _____

Address _____

Internship Site _____

Address _____

On-Site Supervisor _____ Title _____

E-mail _____ Phone _____

Number of hours per week intern will be working _____

Position/Title _____

Number of credits applied for _____

200 hours = 3 – 6 credits

300 hours = 9 credits

400 hours = 12 credits

**Only 3 credits count in the major and must be taken for a grade (BUSA 399)*

Any additional credits count as general electives and are taken as pass/fail (BUSA 398)

Beginning and ending dates of internship (15 weeks maximum) _____

Will the intern be paid for the internship? Yes No

Attach to this document:

- a. WSU transcript
- b. Internship objectives
- c. A job description. Include a complete description of the intern's assignments including any expected achievement such as a completed report, creation of a program or operating system, and milestone expectations. The activities to be performed for the internship must add up to a meaningful learning experience; the tasks described should entail significant responsibility.
- d. A description of any present or previous employment of the intern with this organization.

The on-site supervisor will be asked to submit one or more written evaluation(s) of the intern's performance.

On-Site Supervisor Signature _____ Date _____

Instructor Signature _____ Date _____

Student Signature _____ Date _____