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 ____________________________________________ Phone ________________________

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 ________________