

 **School of Business**

**BAS in Supervision & Management**

**INTERNSHIP LEARNING CONTRACT**

MAN4941 MANAGEMENT INTERNSHIP

The purpose of the internship is to give bachelor degree-seeking students an opportunity to gain insight and practical experience in supervision and management.  Students who successfully complete the internship will be awarded 3 college credits.

**STUDENT COMPLETE THIS SECTION (please print):**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MDID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, ST, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYER/COMPANY COMPLETE THIS SECTION (please print):**

Company Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, ST, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERNSHIP INFORMATION**

Student Job/Internship Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Dates: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Internship Hours per Week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is Internship paid? (Circle one) YES NO

Is student currently an employee at this firm? (Circle one) YES NO Is student completing a FACULTY APPROVED project? (Circle one) YES NO

**ASSIGNMENTS**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minimum of three (3) assignments must be **given. These are** to be completed during the internship period. Employer/Supervisor should solicit input from Student for these tasks. The assignments must meet the course competencies / learning objectives of the MAN4941 Management Internship course. These assignments must be specific, measurable and appropriate for the Student’s skill and educational level and should have a supervisory/management component. This document should be signed by the Supervising Employer/Company representative and Student, and then reviewed by the MDC Faculty for final signature.

|  |  |  |
| --- | --- | --- |
| **No.** | **Assignment Title and Description\*** | **Deadline** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

 *\* Use additional pages if necessary.*

The below signed acknowledge that they have all participated in this document and agree to its attainability and reasonableness.

|  |  |  |
| --- | --- | --- |
|   |  |   |
| Supervising Employer *(Print & Sign)* |  | Date |
|   |  |   |
| Student *(Print & Sign)*  |  | Date |
|   |  |   |
| MDC Faculty *(Print & Sign)* |  | Date |

Rev.ST 03/2019

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**COMPETENCIES - MAN4941 MANAGEMENT INTERNSHIP**

**Competency 1: The student will be able to demonstrate that they have developed a set of supervision skills by:**

1. demonstrating through a worksite that they have committed to a set of supervision skills.
2. demonstrating the ability to supervise others.
3. demonstrating the ability to evaluate the performance of others.

**Competency 2: The student will demonstrate the skills they have acquired in their course work by:**

1. performing supervisory and managerial functions and receiving satisfactory evaluations from their worksite supervisor.
2. defending their acquired skills through discussions with their supervising faculty member.

**Competency 3: The student will articulate their supervisory and managerial skills by:**

1. creating a set of on-the-job learning goals that apply their complete skill set upon which they will be evaluated by both their onsite supervisor and their supervising faculty member.
2. demonstrating that they can consistently apply the skill set they have accumulated by describing experiences in a daily journal that will be reviewed by their supervising faculty member.
3. achieving all of their established learning goals.

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**Unpaid Internships / Labor Laws**

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The U.S. Department of Labor’s Wage and Hour Division has developed the six factors below to evaluate whether a worker is a trainee/intern or an employee.  If all of the factors listed below are met, then the worker is a trainee/intern, and it is legal to have an unpaid internship:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to what would be given in a vocational school or academic educational instruction;

2. The training is for the benefit of the trainees;

3. The trainees do not displace regular employees, but work under their close observation;

4. The employer that provides the training derives no immediate advantage from the activities of the trainees, and on occasion the employer’s operations may actually be impeded;

5. The trainees are not necessarily entitled to a job at the conclusion of the training period; and

6. The employer and the trainees understand that the trainees are not entitled to wages for the time spent in training.

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*Source: Employment and Training Administration Advisory System from the Department of Labor in Washington D.C. updated January 2010.*