

Merrick School of Business

Employer Guide to Internships

Thank you for your interest in a Merrick School intern. The MSB internship program is designed to augment classroom theory and to offer students opportunities to participate in carefully monitored, field-based learning experiences in organizations. The internship experience allows students to apply their education, gain experience in a particular field, and prepare for fulfilling careers.

How do we get started?

To initiate the process, employers should complete and submit the attached *Employer Submission Form*. You should also review the attached *Internship Employer Agreement* which will need to be signed and submitted for each intern you accept.

For questions regarding the process, please contact the Career and Professional Development Center. They may also refer you to the appropriate faculty internship advisor to discuss how your company's internship opportunity may fit into a student's academic program.

Career and Professional Development Center
University of Baltimore
410.837.5440
merrickschoolinternships@ubalt.edu

What is the role of the work-site supervisor?

The employer supervisor is a professional who understands the objectives of an academic internship program. The supervisor will:

- Complete and submit the attached *Internship Employer Agreement*.
- Consult with the student in developing learning objectives.
- Provide on-the-job training for the student.
- Offer frequent feedback about the student's performance.
- Consult with the student's faculty advisor throughout the course of the internship.
- Complete and submit the attached *Intern Performance Evaluation* at the completion of the internship.

What is the role of the faculty internship advisor?

The faculty advisor is a full-time member of the Merrick School of Business who has the responsibility for overseeing the internship and learning experience. The faculty advisor will:

- Help the intern develop a learning plan and set learning objectives.
- Supplement the on-site responsibilities with academic assignments suitable to enrich learning opportunities and enhance reflection.
- Consult periodically with the internship supervisor. A minimum of 3 contacts per semester is suggested. Contact early in the term is vital.
- Complete mid-term and final evaluations, assign final grade.

Title XI Information

The University of Baltimore wishes to inform you of UB's Sexual Misconduct Policy, which applies to students enrolled at UB and serving as interns at your place of employment. UB's Sexual Misconduct Policy applies to all University students, faculty, staff and third parties having business with the University.

In accordance with Title IX of the Education Amendments of 1972, the University is committed to creating a university setting that is safe from sexual misconduct and forms of sex and gender-based discrimination. The University specifically prohibits misconduct, which includes, but is not limited to, sexual violence, dating violence, domestic violence, sexual exploitation, sexual coercion, sexual intimidation, and stalking.

Please see the attached documents:

- Employer Internship Submission Form
- Internship Employer Agreement
- Intern Performance Evaluation
- Sexual Misconduct Memo

Merrick School of Business Employer Internship Submission

Please provide the following information to assist the Merrick School of Business in making this opportunity available to students.

Employer Information

Organization Name: _____ Department: _____
Address: _____
City: _____ State: _____ Zip: _____ Website: _____

Contact Information

Name: _____ Title: _____
Phone: _____ Email: _____
Fax: _____
UB Alumnus: Yes No

Profile of Preferred Student

Student Status:

- Sophomore
- Junior
- Senior
- Graduate Student
- No preference

Work Authorization Required (check all that apply):

- U.S. Citizenship Required
- U.S. Citizens and Permanent Residents
- Student Visa (required for international students)

Preferred Specialization (check all that apply):

- Accounting
- Management Information Systems
- Finance
- Human Resource Management
- International Business
- General Management
- Marketing
- Real Estate and Economic Development
- No preference
- Other: Please explain: _____

Minimum Recommended GPA: 2.5 3.0 3.5

Special Skills/Knowledge or Coursework Required: _____

Internship Position Description

Dates of Opportunity:

Month(s): _____ Year(s): _____

Position Type: _____

Full-time

Part-time: Please indicate hours required per week: _____

Position Title: _____

Position Description: (please feel free to attach a separate document) _____

Position Function: _____

Compensation:

Unpaid

Paid: Please indicate range of hourly wage: _____

Application Deadline: _____

How would you like to receive resumes:

Email

Fax

U.S. Mail

Additional application materials required:

Cover Letter

Unofficial transcript

Writing sample

Other documents: Please describe: _____

Additional Information:

Posting Date (job announcement will be posted on this date): _____

Expiration Date (job announcement will be closed on this date): _____

Will this internship be located at the address above: Yes No

If no, please provide location: _____

Would you like to interview on the UB campus: Yes No

The University of Baltimore Merrick School of Business Internship Employer Agreement

The Merrick School's Internship Program is a collaboration between the university, the student, and the employer. As an employer, we ask that you work with us to provide each student with a quality work experience by adhering to the following guidelines:

The Merrick School Commitment: The Merrick School will:

- Designate a faculty advisor to work with the employer and the intern.
- Inform eligible students of internship opportunities.
- Refer qualified candidates without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.
- Assist in the establishment and maintenance of credit-worthy experiences.
- Provide the employer with relevant information regarding the candidates, their academic progress, and any changes in status.
- Work collaboratively with the student supervisor throughout the student placement.
- Schedule at least one site-visit by the faculty advisor.

Employer Commitment: The employer will:

- Complete the *Employer Internship Submission Form* which provides a detailed description of the position.
- Select candidates referred by the University of Baltimore Merrick School of Business without regard to race, color, sex, religion, national origin, lawful political affiliation, physical handicap, marital status, or age.
- Assign a supervisor with whom the student will work closely. This person will serve as a primary point of contact for the student and the faculty internship advisor.
- Ensure a high quality work experience that is related to the student's academic interest, enhances his/her classroom theory, and is a creditworthy experience (as approved by the Faculty Internship Advisor). No more than 25% of the student's duties should be spent on administrative tasks (e.g. photocopying, errands, etc).
- Provide the student with an orientation to organizational policies, procedures, and utilization of resources, as well as position specific training.
- Provide consistent and appropriate feedback through informal and formal evaluations, such as a mid-placement review and end of the semester review, to the student and faculty advisor throughout the placement. A copy of the final *Intern Performance Evaluation* should be returned to the faculty advisor.
- Determine a work/school schedule that suits the needs of the employer and the academic requirements of the student.
- Notify the student's faculty advisor prior to any adverse personnel actions.

Name of Intern _____

Employer: Organization: _____ Location: _____

Supervisor: _____ (Print Name)

_____ (Signature)

Title: _____ Date: _____

Phone: _____ email: _____

Merrick School of Business

Faculty Advisor: _____ (Print Name)

_____ (Signature)

Date: _____ Phone: _____ email: _____

Note: This document was adapted from The Shriver Center at the University of Maryland Baltimore County.

Merrick School of Business Intern Performance Evaluation

This form should be completed by the employer at the conclusion of an internship. Internships are learning experiences for students. Therefore, it is to their advantage that you evaluate their performance in a way that will help them consider where their strengths and weaknesses truly lie. Return the completed evaluation to the student's faculty advisor. Please contact the faculty advisor if you have any questions regarding this form.

Semester: _____ **Year:** _____

Student Intern: _____ Position Title: _____

Organization: _____ Supervisor's Title: _____

Supervisor's Name: _____ Supervisor's Email: _____

Did your student intern, complete at least 120 hours of service (8-10 hours per week)?

Yes

No: please explain: _____

Please rate your intern on the following factors:

(5 – Outstanding, 4- Good, 3 – Satisfactory, 2 – Poor, 1 – Inadequate, NA – unable to evaluate)

| | 5 | 4 | 3 | 2 | 1 | NA |
|--|---|---|---|---|---|----|
| Productivity: meets deadlines and produces quality work | | | | | | |
| Initiative: is a self-starter and asks for new challenges | | | | | | |
| Judgment: reaches logical decisions | | | | | | |
| Attitude and Cooperation: is liked and respected by co-workers, and clients and customers if applicable | | | | | | |
| Professionalism: acts in a professional manner | | | | | | |
| Dependability: exhibits promptness and meets attendance expectations | | | | | | |
| Communication: effectively expresses ideas through oral and written communication and follows instructions | | | | | | |
| Creativity: shows creativity and originality on assignments | | | | | | |
| Goal Oriented: demonstrates an ability to achieve goals and persistence in overcoming obstacles | | | | | | |
| Responsive: accepts and uses constructive feedback and criticism | | | | | | |
| Business Oriented: demonstrates knowledge of industry and business issues | | | | | | |

MEMORANDUM

To: Internship Supervisor
From: Anita Harewood, University of Baltimore Title IX Coordinator
Date: November 22, 2016
Re: Notice of the University of Baltimore's Sexual Misconduct Policy

The University of Baltimore wishes to inform you of UB's Sexual Misconduct Policy, which applies to students enrolled at UB and serving as interns at your place of employment. UB's Sexual Misconduct Policy applies to all University students, faculty, staff and third parties having business with the University. This memo notifies you of the University's policy and procedure to provide prompt and equitable resolution of sexual misconduct complaints involving students and to take reasonable steps to prevent recurrence of any sexual misconduct and remedy discriminatory effects on the reporting party and others, if appropriate.

In accordance with Title IX of the Education Amendments of 1972, the University is committed to creating a university setting that is safe from sexual misconduct and forms of sex and gender-based discrimination. The University specifically prohibits misconduct, which includes, but is not limited to, sexual violence, dating violence, domestic violence, sexual exploitation, sexual coercion, sexual intimidation, and stalking.

The University actively seeks to:

- help prevent incidents of sexual misconduct by educating, training and providing resources to raise awareness of misconduct issues; and
- recognize, respond and provide support to University campus community members who have experienced sexual misconduct.

The University's Policy applies to complaints of sexual misconduct in connection with any UB office or regional center, education programs or activities, including, but not limited to, sexual misconduct: (1) in any UB facility or on any UB property or location under UB's control; (2) in connection with any UB sponsored, recognized or approved program, visit or activity, regardless of location; (3) that impedes equal access to any UB education program or activity or adversely impacts the employment of a member of the UB Community; or (4) that otherwise threatens the health or safety of the UB community. No provision in UB's Policy is intended to supersede or conflict with any state or federal compliance obligations. The University will investigate complaints under its Policy, and as necessary take steps to eliminate prohibited conduct, prevent its reoccurrence and address its effects.

The University of Baltimore Sexual Misconduct Policy can be viewed in its entirety at www.ubalt.edu/titleix. Any questions or concerns about UB's Policy may be directed to TitleIXMatters@ubalt.edu.