

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.

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 IX 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 Employer memo