

# 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 Leslie Joyce (see her contact information below). Ms. Joyce 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.

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### 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.

### Please see the attached documents:

- Employer Internship Submission Form
- Internship Employer Agreement
- Intern Performance Evaluation

## 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                                  |   |   |   |   |   |    |

**Please answer questions 1-4.**

1. What major accomplishment or contributions did the student achieve during the course of the internship?
  
  
  
  
  
  
  
  
  
  
2. What are the student’s strengths? What areas of the student’s work could be improved? How can this be accomplished?
  
  
  
  
  
  
  
  
  
  
3. What professional development plan would you recommend for the student (i.e., additional courses, skills or experience that would strengthen his or her career potential)
  
  
  
  
  
  
  
  
  
  
4. In your estimation, is the student intern suited to pursue a career in the field?
  
  
  
  
  
  
  
  
  
  
5. Additional comments.

**Overall Evaluation:**

If you had a position available, would you hire this person?

- Yes
- No

**Future Internship Opportunities:**

When would you like to have another intern?

- Fall semester 20 \_\_\_\_                      How many? \_\_\_\_\_
- Spring semester 20 \_\_\_\_                      How many? \_\_\_\_\_
- Summer semester 20 \_\_\_\_                      How many? \_\_\_\_\_
- Please contact me directly, I have questions.

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