

University of Central Florida

Department of Management

What is needed from internship organization:

1. A detailed description of the activities and professional/management educational experiences that will characterize the Student Intern's employment during the semester.
2. An overall evaluation of the Student Intern's performance.
3. Provision of enough work to enable the student to complete 300 hours of service by the end of the semester. Approximately 18-20 hours a week.

The participating internship organization is responsible for providing the Student Intern with challenging experiences, which will allow the intern to use his/her academic management knowledge and to gain valuable and practical experiences while working amongst management professionals. It is recognized that many jobs will require interns to complete some menial tasks, (stuffing envelopes, filing, answering phones, clipping newspapers, etc.) It is also recognized that these jobs offer little educational reward and so the assignment of such activities must be limited to no more than 20% of the entire job description.

Summer Semester

Interns may begin work as early as May 1st, and may continue working through the semester's end date. The Internship form should be submitted before the start of the summer semester.

Richard Quinn

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SPONSORING ORGANIZATION: Intent to Participate in the Internship Program

Sponsoring organization: Please complete the following information to verify the internship your organization wishes to offer.

Re: Student's Name: _____

Name of Organization: _____

Address: _____

Telephone Number: () _____ Fax Number: () _____

Director Supervisor's name and title:

Email address of Direct Supervisor: _____

Description of intern's tasks and responsibilities:

(Please be aware that an internship must provide the student with an opportunity for gaining meaningful experience related to the field of management. While we expect that there will be some menial tasks involved in the intern's position, we expect that no more than 20% of the job description will involve such tasks and the majority of the job will be an enriching experience.)

What special qualifications does the intern need? (Be as specific as possible)

Dates of internship: (dates must give student ample time to complete 300 hours of work)

Begins on: _____ Ends on: _____

Hourly wage: \$ _____ Hours per week: _____ for: _____
(hours) (# of weeks)

Supervisor's signature: _____ Date: _____