Internship Program Handbook

University of Nevada, Reno

Business is more than you think

COLLEGE OF BUSINESS
www.business.unr.edu

• Career Connections
• (775) 784-4912
• bessette@unr.edu
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Introduction
Thank you for requesting this internship information from UNR College of Business Administration (COBA) Career Connections & Alumni Relations Office. We hope this handbook will guide you through the process and cover some of the major points of having a COBA intern.

As an employer, the first step in developing a strong intern program is assembling internal support and clearly identifying the need for an intern. Internal support can be as simple as discussing the concept with your staff and agreeing to respect and assist an intern when and where appropriate. In larger organizations, internal support is best if it starts at the top. While the chairman or CEO may not be personally involved with employee development, we know they understand the value of good employees. At some larger firms, the intern's company introduction includes a meeting with a divisional vice president, CFO, or area manager. This shows support from the beginning of the internship and helps interns understand that they are part of the team. Additionally it shows current employees that there is company support of this person, their mission, and their position.

Internships at the College of Business
All internships in the College of Business are paid internships. The Career Connections Director can assist you in determining the appropriate pay rate for the type of intern you are looking for.

In addition to pay, internship credit is an option for all declared majors in the College of Business. Each major discipline allows students to earn credit for an internship experience along with additional academic work upon meeting specific major field class pre-requisites along with a 3.0 GPA and junior class standing. However, not all students choose to earn credit as each discipline counts the internship credit differently, some as major field electives and some as general electives. If the student has already met that credit requirement, they often choose not to earn credit for the internship.

If a student chooses to earn credit for their internship opportunity, the duties must be of a significant nature and a position description must be approved by the academic faculty. In addition, the employer must sign a UNR Internship Agreement.

Determine Your Need
None of us like working on "make-work" projects and neither do interns. While they may not come to the workplace as seasoned professionals, they do come with a level of enthusiasm and energy that is difficult to match. Nothing can sap that energy and enthusiasm faster than placing your intern in a project with no significance or connection to your daily or long-term mission.

The concept of having interns in corporate America is growing every day. We support the growth, but only in appropriate situations. Interns are pre-professional and should be involved in tasks and jobs that use their college education. If your need will give college students the chance to use their education in a real world setting while making a solid positive contribution to your organization, then you can use an intern.
Things to think about before hiring interns:

1. Why do you want an intern at your organization?
2. Who else needs to agree to hiring interns? What is the budgetary impact and who needs to approve it?
3. What duties or projects will the interns have? Are they appropriate for a college student?
4. What type of education or experiences would be ideal? Acceptable?
5. What training will be necessary? Who will train and supervise the interns and do they have the skills and interest?
6. How many weeks and hours will you need the interns and are there other projects or duties if initial ones are completed?
7. Where will the interns be located?

Write a Job Description
Identify exactly what you want an intern to accomplish by writing a job description. You may use any method you choose. Areas to consider include duties, responsibilities, knowledge, skills, abilities, reporting structure, and work schedule.

If you are unclear about what should be included in your position description in order to make it credit worthy, you might consider how the duties and responsibilities fit into the College’s five major learning objectives:

**Fundamental Business Knowledge and Practices**
- How will the intern obtain a general knowledge of commerce including business processes and practices?
- How will the intern obtain general knowledge of and an appreciation of how social and political events affect business?
- How will the intern achieve financial literacy by reading and interpreting financial reports?
- How will the intern grasp leadership and management skills by using tools essential to leadership and management in solving business problems?

**Analytical and Critical Thinking Skills**
- Will the intern have the chance to use evaluative thinking to analyze a strategic business decision?
- Will the intern be able to develop, analyze and interpret a quantitative decision-support model?
- Will the intern be able to demonstrate their ability to apply key statistical tools?
- Will the intern analyze a business or managerial question?
Effective Communicators within a Business Environment
• How will the intern demonstrate effective communication of information, concepts and ideas in writing?
• Will the intern have an opportunity to prepare and deliver a professional speech on a business issue?
• Will the intern have the chance to function effectively in a small group?

Use of Information Technology to Support Business Analysis and Operations
• What technology will the intern use to produce a professional business document &/or presentation?
• What technology will the intern use to complete a comprehensive managerial analysis project?
• Will the intern have the chance to demonstrate fundamental understanding of computers, operating systems, applications, data storage and file structures?
• Will the intern have the opportunity to critically analyze and evaluate the functionality and business value of potential information system solutions?
• Will the intern be able to demonstrate knowledge of Web site design, Web site creation, and Web search techniques for effectively displaying and gathering information on the Internet?

Recognition, Evaluation and Resolution of Ethical Issues, both Personally and Organizationally.
• Will the intern be presented with ethical issues embedded in common business activities?
• Will the intern need to reach an ethically defensible resolution that meets the needs of multiple stakeholders?

In addition, to the above consider:

Training
• What training or professional development opportunities might be available to the intern while working for your organization?

Exposure
• What opportunities will the intern have to be exposed and learn about your organization? For instance, will they be invited to attend client meetings, executive staff meetings, or other types of events to give them a larger context within which their work occurs?
Promoting Your Internship Opportunity
There are several ways you can promote and encourage applicants to apply for your internship.

- Email the position description to Jane Bessette at the Career Connections Office as an attachment at bessette@unr.edu
- Post the position description for FREE to our on-line job board, Career Navigator located at www.unr.edu/career/jobs
- Register and attend the Career & Internship Fairs offered once each semester. Dates and fees for the fairs vary each semester and can generally be found at www.unr.edu/career/employers
- Conduct an Internship Information Session which can be scheduled by contacting the Career Connections Office at 775-784-4912.

Selecting Your Intern
Once your job announcement has attracted a pool of candidates, choose your intern the same way you select permanent professional employees. We often hear from employers that candidates often appear similar on paper. They all have the educational background and related work experience, so how do you select? Interview at least your five top choices...and let your skill as a working professional guide you in your decision. In addition to an interview, having the candidates visit your work site can give you valuable information. Remember, this person is to become part of your team...you should be comfortable with him or her. You should look for their fit with your corporate culture but be more concerned with their potential than with their current level of familiarity with your particular product or service. Be confident that your training program will help anyone with the proper skills and background fit in.

Training, Supervising & Mentoring
As with any new employee, training is a priority. One of the most important aspects of training, and one of the most overlooked, is a simple organizational introduction. Introduce your intern to all key personnel: systems manager(s); receptionists; your supervisor; people they are likely to work most closely with; equipment they may be required to operate; the general facilities; and (of course) their direct supervisor.

Allow them to explore and learn (most interns do not need to be micromanaged.) Support their strengths and take advantage of new ideas and techniques they may bring from the university community. A variety of checklists have been provided in the appendix to assist you with the training, supervising and mentoring functions.

Schedule Regular Meetings
The interval is not as important as the fact that they are pre-planned and expected. This gives the intern a time to ask questions, get feedback, and it opens a forum for supervisor recommendations. Offer immediate advice when appropriate. Sometimes information cannot wait for a scheduled meeting.
Evaluation
Your organization may have an employee evaluation method. If so, include your intern in that process. If not, use the enclosed evaluation form so the interns receive a formal evaluation that can help them grow from their experience and be better prepared for their next work assignment.

You may also ask interns to evaluate you as a supervisor and the internship job experience as it relates to their expectations. This can be an asset as you review the program and plan future program improvements.

The remainder of this guide includes a set of documents you can use in your intern program development. Keep in mind that the process should not remain static from year to year, nor should your intern program look exactly like that of your business neighbor. The important things to keep in mind are preparation, documentation (though limited), communication, support, and evaluation.

Interns by nature want to learn, be productive, and be part of your team. With the right approach, interns can add significantly to your organization.

Good luck,

Jane Bessette
Director
Career Connections & Alumni Relations
### Responsibilities of Employers/Career Connections/Faculty/Students Pertaining to Internships

<table>
<thead>
<tr>
<th><strong>EMPLOYER</strong></th>
<th><strong>CAREER CONNECTIONS</strong></th>
<th><strong>FACULTY</strong></th>
<th><strong>STUDENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide</td>
<td>Notify all qualified candidates about your opportunities through electronic, hard copy, and personal communication methods.</td>
<td>Set up and maintain their department's program criteria.</td>
<td>Satisfy requirement for participation in the internship program.</td>
</tr>
<tr>
<td>Give</td>
<td>Assist employers in preparing the position description and required Internship Agreement Form so all parties have a clear understanding of the duties, expected learning, and goals of the internship experience.</td>
<td>Academic credit of each assignment and credits earned will be negotiated between faculty advisor and student.</td>
<td>Meet with Career Connections Internship coordinator and faculty internship advisor regarding opportunity and prepare for interview with prospective employers.</td>
</tr>
<tr>
<td>Give</td>
<td>Assist employers in preparing the position description and required Internship Agreement Form so all parties have a clear understanding of the duties, expected learning, and goals of the internship experience.</td>
<td>Ensure that employer is on the current list of internship approved companies.</td>
<td>Interview with participating employers.</td>
</tr>
<tr>
<td>Assure</td>
<td>Notify Career Connections Office of all UNR College of Business Administration students employed at your organization.</td>
<td>Hold original employer agreements on file in Career Connections office.</td>
<td>Upon acceptance of an internship assignment, work out details with faculty internship advisor as to what is expected to earn credits for the assignment.</td>
</tr>
<tr>
<td>Conduct</td>
<td>Provide professional level work experience related to students' majors and/or career goals.</td>
<td>Initiate contact with companies to obtain Internship Agreements when not on file, see to it that all agreements are signed by company, dean and chancellor and the list is updated.</td>
<td>Complete Student Internship Agreement and return original to office of Career Connections.</td>
</tr>
<tr>
<td>Notify the Career Connections Office of all UNR College of Business Administration students employed at your organization.</td>
<td>Screen all student intern applicants wishing to earn academic credit for their internship. Students must meet strict GPA and course requirements to enroll in the internship course.</td>
<td>Enroll in the appropriate internship course (specific to major).</td>
<td></td>
</tr>
<tr>
<td>Provide</td>
<td>Refer student to appropriate faculty internship advisor.</td>
<td>Refer student to appropriate faculty internship advisor.</td>
<td>Meet with supervisor of work assignment.</td>
</tr>
<tr>
<td>Workers' Compensation insurance and general liability insurance for all interns while on site and/or working for your organization as required by state law.</td>
<td>Assist students in locating an employer requesting an internship in their major area.</td>
<td>Assist students in locating an employer requesting an internship in their major area.</td>
<td>Complete evaluation forms (midterm and final evaluation forms)</td>
</tr>
<tr>
<td>Be clear about salary and pay periods on job announcement to avoid unmet expectations.</td>
<td>Maintain an effective channel of communication with employer/supervisor of our students.</td>
<td>Supply student and/or faculty internship advisor with appropriate student agreement to be completed and signed by student, faculty advisor and office of Career Connections and maintain original file.</td>
<td>Seek out faculty assistance when need arises.</td>
</tr>
<tr>
<td>Provide</td>
<td>Maintain an effective channel of communication with employer/supervisor of our students.</td>
<td>Maintain an effective channel of communication with employer/supervisor of our students.</td>
<td>Complete papers/reports and turn into faculty on time.</td>
</tr>
</tbody>
</table>
Internship Prerequisites

All students in the College of Business Administration at the University of Nevada, Reno are required to complete the pre-business core prior to declaring a major. Upon declaring a major, meeting grade point average and class standing requirements, additional coursework in the major field is generally required prior to being eligible for an internship for credit. The following list provides course descriptions of the pre-business core courses as well as the specific course pre-requisites for each major.

Pre-business Core Courses
Required prior to declaring a major

ACC 201 (Introduction to Accounting I) – Purpose and nature of accounting, measuring business income, accounting principles, assets and equity accounting for external financial reporting.

ACC 202 (Introduction to Accounting II) – Forms of business organization; cost concepts and decision-making; break-even analysis, fixed and variable costs, budgeting for internal reporting.

IS101 (Introduction to Computer Applications) – Introduction to microcomputers, computers in business and microcomputer software tools including word processors, spreadsheets, and database management systems.

ECON 101 (Principles of Macroeconomics) - Introduction to the determination of levels of national income, employment and prices and the basic causes of fluctuations of these levels.

ECON 102 (Principles of Microeconomics) - Introduction to the theory of relative prices; the allocation of productive resources among alternative uses in the production of national output and its distribution.

ECON 261 (Principles of Statistics I) – Probability and major probability distributions; sampling theory; descriptive statistics; measures of central tendency and dispersion; index figures; time series.

ECON 262 (Principles of Statistics II) – Statistical inference, estimation, hypothesis testing; simple linear regression and correlations; analysis of the variance.

MATH 176 (Elements of Calculus I) – Fundamental ideas of analytical geometry and calculus, plane coordinates, graphs, functions, limits, derivatives, integrals, the fundamental theorem of calculus, rates, extrema and applications thereof.

MKT 210 (Introduction to Marketing) – Objectives and policies of marketing managers as influenced by marketing institutions, the functions performed and consumer wants and needs in a diverse culture.
## College of Business Administration
### Internship Requirement Matrix

<table>
<thead>
<tr>
<th>Major</th>
<th>Accounting</th>
<th>IS</th>
<th>Economics</th>
<th>Finance</th>
<th>International Business</th>
<th>Supply Chain Management</th>
<th>Management</th>
<th>Marketing</th>
<th>MBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Course Number</td>
<td>ACC 401</td>
<td>IS 400</td>
<td>ECON 409</td>
<td>FIN 401</td>
<td>MGT 454</td>
<td>SCM 476</td>
<td>MGT 464</td>
<td>MGT 483</td>
<td>BADM 792</td>
</tr>
</tbody>
</table>

**Web links**
- [http://www.coba.unr.edu/academic/offices/internship.aspx](http://www.coba.unr.edu/academic/offices/internship.aspx)

**Career Connections Office**
- Profile: Required
- Advisor Summary Sheet: Required

**GPA Overall/Major**
- 3.0 Bus. Courses: 2.75/0.0
- 3.00
- 3.00
- 3.0 Bus. Course: 3.0

**Class Standing**
- Jr/Sr: Sr.
- Jr/Sr Credits: Jr/80 credits

**Prerequisite Courses**
- One upper-level accounting course
- IS 301 Management Information Systems
- IS 301 Intro to CIS Development
- IS 301 Information Technology
- IS 301 Information Management

**Enrollment Requirement**
- Min 9 credits

**Resume**
- Required

**Credits Available/Hrs Required**
- 3-0 credits

**Maximum Credits**
- 6

**Accept Jobs**
- Anytime

**Grading**
- SU
- BU
- SU
- BU
- Letter Grade

**Faculty Internship Advisor**
- Yamamura
- Eisberg
- Wendel
- Bhargava
- Shih

**Student Requirements**
- Progress Reports: Required
- Midterm Report/Paper: Required
- Final Report/Paper: Required

**Required Documentation**
- Written Duties/Description: Required
- Company/UNR Internship Agreement: Required
- Student/UNR Intern Agreement: Required

**Last updated 12/27/07**
Prerequisite Courses by Major

Required to earn credit for internship

Accounting

In addition to Pre-Business Core requirements

**ACC 401 (Financial Reporting I)** – Conceptual framework that underlies generally accepted accounting principles and its application to the basic financial statements and current assets.

**ACC 405 (Cost Management and Control Governmental and Not-For-Profit)** – Traditional cost accounting in a manufacturing context including budgeting, responsibility accounting, CVP analysis, cost behaviors, variance analysis and flexible budgeting.

Information Systems

In addition to Pre-Business Core requirements

**IS 201 (Computer Applications)** – Advanced topics in spreadsheets, microcomputer-based database management systems and macro-programming.

**IS 301 (Management of Information Systems)** – Introductions to business applications, computers in organizations, systems development theory and practice, application develop methodology, changing technology, and concerns about computer security and privacy.

**IS 350 (Business Systems Development)** – Basic concepts of business information systems development using the Visual Basic language. Emphasis on logic structures, programming design, system testing, and documentation.

**IS 389 (Advanced Business Systems Development)** – Business application program development using a procedural programming language. Emphasis on program design, testing, maintenance and logical and physical data structures.

Economics

See Pre-Business Core requirements

Finance

In addition to Pre-Business Core requirements

**FIN 301 (Principles of Managerial Finance)** – Business and corporate finance, investments and international finance. Topics include business financial management.

**FIN 307 (Investments)** – Analysis of investment risks, media and investment portfolios with relation to requirements and policies of individual investors.

**FIN 308 (International Financial Management)** – Financing international business operations and investments, financial decision making in the multinational firm, the international monetary system, balance of payments, foreign exchange rates, international financial institutions.
Management

In addition to Pre-Business Core requirements

FIN 301 (Principles of Managerial Finance) – Business and corporate finance, investments and international finance. Topics include business financial management.

MGT 323 (Organization and Interpersonal Behavior) – Behavioral influences which affect productivity, organizational effectiveness, and efficiency including: perception, motivation, decision-making, communication, leadership, organizational design, group behavior and coping with stress.

MGT 367 (Human Resources Management) – Theoretical concepts and practical approaches relevant to management systems and processes; recruitment, training, appraisal, compensation and labor relations. Emphasis on legal constraints and international management.

SCM 352 (Operations Management) – Quantitative methods and models for decision-making. Topics include linear programming, plant layout, technological change, quality control, line balancing, inventory models, and simulation.

Marketing

In addition to Pre-Business Core requirements

FIN 301 (Principles of Managerial Finance) - Business and corporate finance, investments and international finance. Topics include business financial management.

MGT 323 (Organization and Interpersonal Behavior) - Behavioral influences which affect productivity, organizational effectiveness, and efficiency including: perception, motivation, decision-making, communication, leadership, organizational design, group behavior and coping with stress.

SCM 352 (Operations Management) - Quantitative methods and models for decision-making. Topics include linear programming, plant layout, technological change, quality control, line balancing, inventory models, and simulation.

Supply Chain Management

In addition to Pre-Business Core requirements

SCM 352 (Operations Management) - Quantitative methods and models for decision-making. Topics include linear programming, plant layout, technological change, quality control, line balancing, inventory models, and simulation.
Masters of Business Administration

MBA Core

**BADM 700**- Statistical inference and hypothesis testing; multivariate regression and analysis of variance; emphasis on applied methods, changing technology and computer applications.

**BADM 701**- Problems of manufacturing goods and services; production applications of linear programming, scheduling, quality control and materials management; CAD, CAM, multi-cultural and international issues.

**BADM 710**- Examination of accounting and disclosure techniques and their impact on external financial reporting. Preparation, analysis and interpretation of financial reports.

**BADM 720**- Individual and group behavior in organizations, and organizational design and communication strategies. Interaction of structural, technological and human resource components. International focus emphasized.

**BADM 730**- Economic analysis of the business firm, particularly with respect to price, output and technological choice; the effect of diversity on domestic and international policy on business firm behavior.

**BADM 741**- Capital budgeting, capital structure and dividend policy decisions, valuation, cost of capital, working capital management, financial analysis and planning for corporations in the global financial environment. Computer use required.

**BADM 760**- Analyses and decision-making procedures in market measurement, product development, pricing, promotion and distribution. Environmental factors, including cultural diversity at domestic and global levels.
INTERNSHIP ADVISORS
BY DEPARTMENT/MAJOR

COLLEGE INTERNSHIP COORDINATOR:
Jane Bessette, Director, Career Connections
bessette@unr.edu 784-4912

ACCOUNTING:
Jeanne Yamamura yamamura@unr.edu 784-4823

ECONOMICS:
Jeanne Wendel wendel@unr.edu 784-6695

FINANCE:
Rahul Bhargava rahulb@unr.edu 682-9172

GAMING:
Mark Nichols m nichols@scs.unr.edu 784-6936

INFORMATION SYSTEMS:
Dana Edberg dte@unr.edu 784-6179

MANAGEMENT:
Linda Barrenchea lbarren@unr.edu 682-9158
Yvonne Stedham ystedham@scs.unr.edu 682-9162

MARKETING:
Mary Groves mgroves@unr.eu 682-9157
Judy Strauss jstrauss@unr.edu 682-9155

SUPPLY CHAIN MANAGEMENT:
Dale Rogers mickey@unr.edu 784-4354
DESCRIPTION OF AGREEMENTS

EMPLOYER INTERNSHIP AGREEMENT:

- Has protection clauses for the university, student, supervising professor and participation company

- **Must be signed at the start of the relationship by the employer, dean of the college and the chancellor.** This Agreement is **required** of all companies participating in the program.

- The original must be kept on file in the office of Career Connections

- The Agreement is good until the office is given 30 days notice of cancellation by the employer

- Student must be aware of content of agreement

- Agreement incorporates student internship agreement by reference

STUDENT INTERNSHIP AGREEMENT:

- Signed Student Internship Agreement is **required** of all students participating in the program for credit. **It must be signed by the student, faculty internship advisor and director of Career Connections.**

- Agreement incorporates company internship agreement by reference

- It is mandatory that interns read a copy of the Employer Internship Agreement on file in the Career Connection office
INTERNERSHIP AGREEMENT

This Agreement is entered into this____day of___________, 20___,
between the Board of Regents of the Nevada System of Higher Education,
on behalf of the University of Nevada, Reno (hereinafter "UNR") and __________________________,
(hereinafter "Cooperating Agency") located at _______________________________.

ARTICLE I - PURPOSE OF AGREEMENT
The purpose of this Agreement is to articulate the arrangement by which UNR shall provide off-campus learning
experiences for its students as Interns with the assistance of the Cooperating Agency.

ARTICLE II - DURATION OF AGREEMENT
This Agreement shall be ongoing unless cancelled by either party by giving the other party 30 days advanced written
notice.

ARTICLE III - INTERN EMPLOYMENT RELATIONSHIP
UNR's role is limited to that of facilitator. It is understood that the Intern  will be an employee of the Cooperating
Agency for purposes of compliance with applicable state and federal laws. The parties agree that the Intern is not an
employee or an agent of the State of Nevada or UNR.

There shall be no:
  a. Withholding of income tax by the State or UNR;
  b. Industrial insurance coverage provided by the State or UNR;
  c. Participation in any group insurance plans which may be available to employees of the State or UNR;
  d. Participation or contribution by the State or UNR to the public employees retirement system;
  e. Accumulation of vacation or sick leave with the State or UNR;
  f. Unemployment compensation coverage provided by the State or UNR.

ARTICLE IV - GENERAL INDEMNIFICATION
4.1 Cooperating Agency agrees to indemnify and save and hold harmless the State of Nevada, the Board of Regents of
the Nevada System of Higher Education, the University of Nevada, Reno, their agents, officers and employees from
and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses, including attorney fees,
arising either directly or indirectly for any act or failure to act by Cooperating Agency, its agents, officers and
employees, including those of the Intern, which may occur during or which may arise out of the performance of the
Agreement. The Cooperating Agency shall have in effect and represents that it has in effect applicable insurance
coverage to adequately underwrite any indemnification obligations under this Agreement. The Cooperating Agency
shall provide a certificate of insurance to UNR demonstrating such coverage no later than the date Cooperating
Agency signs this Agreement.

4.2 The State of Nevada, the Board of Regents of the Nevada System of Higher Education, the University of Nevada,
Reno, their agents, officers and employees shall be held harmless from any and all causes of action or liability, from
any act or failure to act by any Intern who is employed by the Cooperating Agency pursuant to this Agreement,
whether such act or failure to act by the Intern is within or without the scope of approved intern programs.

4.3 To the extent limited in accordance with NRS 41.0305 to NRS 41.039, University shall indemnify, defend, and
hold harmless the Cooperating Agency from and against any and all liabilities, claims, losses, lawsuits, judgments,
and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by
University or any of its officers or employees, which may occur during or which may arise out of the performance
of this Agreement. University will assert the defense of sovereign immunity as appropriate in all cases, including
malpractice and indemnity actions. University’s indemnity obligation for actions sounding tort is limited in accordance with the provisions of NRS 41.035 to $50,000 per cause of action.

ARTICLE V - MUTUAL OBLIGATIONS

5.1 UNR Shall:
5.1.1 Have general responsibility for the pre-internship orientation as to the College's program, academic instruction, advisement, and evaluation of the Intern.
5.1.2 Communicate and consult with the Cooperating Agency to facilitate the successful operation of the internship program.

5.2 The Cooperating Agency Shall:
5.2.1 Accept the responsibility for orientation, supervision, control, and safety of the Intern at the worksite.
5.2.2 Accept a qualified Intern without discrimination because of race, color, sex, creed, national origin, religion, age, or disability.
5.2.3 Assist UNR in the evaluation of the Intern's work.
5.2.4 Maintain the confidentiality of the Intern's academic and personnel records, and not transmit the records to other parties not included in this Agreement without the express written permission of the Intern. Cooperating Agency shall comply with the Family Educational Rights and Privacy Act.
5.2.5 Designate a suitable qualified supervisor for each Intern who will also serve as a liaison with the UNR faculty advisor.
5.2.6 Comply with all State and Federal laws.

ARTICLE VI - MISCELLANEOUS PROVISIONS

6.1 Notices. Any notice required by this Agreement shall be properly given when sent by ordinary mail addressed to the party to whom directed at its below specified address:

The Cooperating Agency: University of Nevada, Reno:

______________________________ College of Business Administration
______________________________ Mail Stop 024
______________________________ Reno, Nevada 89557-0016

Tele ( ) Tel: 775-784-4912

Fax ( ) Fax: 775-784-1773

Attention: Jane Bessette, Career Connections

IN WITNESS WHEREOF, the parties hereto have set their hands as of the date first written.

THE COOPERATING AGENCY

By: __________________________ Dated __________
Administrator or Responsible Officer

UNR

By: __________________________ Dated __________
Dean, College of Business Administration

Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno

By: __________________________ Dated __________
Milton Glick, President, University of Nevada

By: __________________________ Dated __________
JAMES E. ROGERS, Chancellor
INTERNERSHIP AGREEMENT between THE UNIVERSITY
OF NEVADA RENO (UNR) and ___________________________
_______________ (the Cooperating Agency) and ______________
_____________________________ (the Intern).

Internship starting date:_________________ Concluding Date:________________
Cooperating Agency location:________________________________________________________
Cooperating Agency Supervisor:______________________________________Tel:Office___________
UNR Department Advisor:_____________________________________________Tel:Office_________
Department and Course Number:______________________________________ Credits:__________

INTERN RESPONSIBILITIES

The Intern hereby agrees to the following:
1. UNR's role is limited to that of facilitator. It is understood that the Intern will be an employee of the Cooperating Agency for purposes of compliance with applicable state and federal laws. The parties agree that the Intern is not an employee or an agent of the State of Nevada or UNR.
   There shall be no:
   a. Withholding of income tax by the State or UNR;
   b. Industrial insurance coverage provided by the State or UNR;
   c. Participation in any group insurance plans which may be available to employees of the State or UNR;
   d. Participation or contribution by the State or UNR to the public employees retirement system;
   e. Accumulation of vacation or sick leave with the State or UNR;
   f. Unemployment compensation coverage provided by the State.
2. Comply with all Cooperating Agency policies and procedures.
3. Be enrolled as a Cooperative Education student in good standing.
4. Complete the internship during the dates specified.
5. Work conscientiously under the direction of the supervisor assigned by the Cooperating Agency, submitting all reports, forms and assignments as required.
6. Report serious personnel, safety, or other problems regarding the internship to the Cooperating Agency supervisor.
7. Accept no other employment during the internship unless agreed upon in writing by UNR.
8. Complete all UNR academic assignments and course work as outlined by the applicable department. Failure to do so will result in a reduced grade or course failure.
9. I have read a copy of the Internship Agreement between UNR and the Cooperating Agency. I agree to abide by its terms and acknowledge that the Internship Agreement is specifically incorporated by reference into this Agreement.
10. The Intern agrees to indemnify and save and hold harmless the State of Nevada, the Board of Regents of the Nevada System of Higher Education, the University of Nevada, Reno, their agents, officers and employees, and the Cooperating Agency, its agents, officers and employees harmless from any and all claims, causes of action or liability, from any performance of this Agreement.
11. I HEREBY CONSENT TO THE RELEASE OF MY EMPLOYMENT RECORDS INCLUDING PERFORMANCE EVALUATIONS TO THE FACULTY ADVISOR FOR THE PURPOSE OF GRANTING AN INTERNSHIP GRADE.

Student’s Signature: ______________________Date: _________     Phone Number (    )
Approved by:_____________________________, Faculty Advisor      Date: ______________
Approved by:_____________________________, Director of Career Connections  Date: ______________

Student Form (Standard)
Checklists to Welcome the Intern

The following is a list of some of the things you may need to do and/or get before your intern arrives. This list is not all-inclusive. You may want to check with your Human Resources Department as to other components which are normally a part of your new employee orientation.

**Before your intern arrives…**

- Start the payroll process
- Complete the identification card forms and set appointment for ID pictures.
- Obtain workspace and phone
- Set up voice mail and email account
- Obtain access passes
- Order basic office supplies and a company telephone directory
- Obtain computer terminal, passwords, and login procedures
- Inform the work group that someone new is coming
- Assign or obtain a volunteer to be a mentor
- Inform UNR College of Business Administration Director of Career Connections & Alumni Relations of hire date, supervisor’s name, salary, and phone number

Other items I need to do:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
The first day your intern arrives…

- **Introduce** the intern to the work group and support staff.
- **Introduce** the intern to their mentor; they should arrange to meet or have lunch together.
- **Introduce** the intern to other work groups he or she will interact with.
- **Discuss** work hours and appropriate dress.
- **Discuss** how the work group handles lunch, breaks, and staff meetings.
- **Provide** a tour of the office:
  - fax machines
  - copy machines
  - restrooms
  - cafeteria
  - computers
  - mailroom
- **Discuss** the intern's work assignment and define expectations.
- **Have** an ID photo taken and provide access cards. Explain building access and hours.
- **Introduce** intern to the departmental computer "guru" and/or explain tech support procedures.
- **Explain** the computer system, e-mail system, telephone system, and where to get office supplies.
- **Review** company and departmental publications.
- **Explain** payroll procedures, timesheets (where to turn in), and pay periods.
- **Review** the intern's position in the organizational chart.
- **Schedule** a meeting with the intern for the first day or within the first week.
- **Introduce** the intern to other interns in the department.
Suggestions for Supervising your Intern

As with any new employee, an introduction to the company, its systems, and its policies can help the intern feel part of the team.

- **The** relationship between supervisor and intern should be both manager/ employee and teacher/student.

- **For** many interns this is an introduction to the professional work force. Their development may be on many levels: educational, professional, emotional, and social. Much of what the intern will learn and understand about organizations will occur during this internship.

- **If** you employ more than one intern, offer them a chance to get together. This enhances company loyalty and gives the interns a chance to compare experiences.

- **Outline** corporate resources that may be of value to the intern such as the library, staff meetings, formal training programs, departmental experts, a ride board, company newsletters, etc.

- **Cover** any relevant corporate policies and procedures with the intern. This may include personnel and payroll paperwork and deadlines, safety procedures, or involvement in community volunteer activities.

- **Give** frequent feedback to interns. They are used to constant evaluation in the academic world.

- **Remember**, good internships include orientation, training, supervision, and evaluation.
Six steps for successfully supervising interns:

1. **When you hire the student explain:**
   a. Equipment provided by company
   b. Equipment provided by student
   c. Standards for appearance
   d. Salary, benefits, overtime pay
   e. Starting date and ending date, work hours
   f. Use of car and equipment

2. **Consider providing the following information to students relocating to your area:**
   a. Special features of area
   b. Where to live, shop, go to church, etc.
   c. Areas of the city to avoid
   d. Estimated housing costs
   e. Special events
   f. Social activities & opportunities
   g. Public transportation/parking
   h. Cultural/social musts

3. **When the student begins work:**
   a. Introduce student to office personnel, including "key players."
   b. Identify person who will assign work and supervise the student
   c. Explain chain of command.
   d. Identify who to go to if there is a problem.
   e. Identify a mentor for the student.
   f. Explain office policy, including adherence to work hours, overtime, time sheets, personal phone calls & emails, and sick leave.
   g. Include the student in departmental activities.
4. **At the beginning of each work period:**
   a. Review previous intern work and curriculum record with student
   b. Review previous academic work with student
   c. Assign meaningful and challenging work.
   d. Establish a learning plan with the student. Identify at least three specific and measurable learning objectives to be mastered during the work period
   e. Tell student what is needed, why needed, when needed, and format expected
   f. Explain how student work will be evaluated, by whom, and when

5. **Schedule several intermediate reviews throughout the work period to:**
   a. Monitor student's general performance
   b. Measure progress toward meeting learning objectives, and
   c. Make adjustments to learning plan and assignment as needed

6. **Near the conclusion of each work period, meet with the student to:**
   a. Review work period
   b. Review and evaluate student's learning objectives
   c. Identify skills developed during work period and skills needing development
   d. Suggest academic courses that could be helpful
   e. Consider next work period and identify a tentative set of learning objectives
   f. If you believe that the student should change assignment, suggest the kind of experience that would be appropriate
Employer’s Interim Report

Name of Intern: _________________________  Date: ________________________________

Supervisor: ___________________________  Company: ____________________________

The Employer’s Interim Report must be filed on or near the middle of the internship period. Please evaluate the intern on each item using the following scale:

1 = Failed     2 = Poor     3 = Average     4 = Good     5 = Excellent

1. Follows the established rules and procedures of the organization.
2. The ability of the intern to learn new skills and concepts.
3. The ability of the intern to perform without direct supervision.
4. Completes Assignments in a timely manner.
5. Maintains work schedule and arrives on time.
6. Honesty and Integrity of Intern.
7. Basic Skills
   a) Verbal
   b) Written
   c) Math
   d) Analytical & Problem Solving
   e) Computer
8. Interpersonal skills

Additional comments regarding the intern’s performance:

The Intern needs to improve on the following skills/tasks:

Signature of Intern’s Supervisor _________________________________________________
Position or Title _____________________________________________________________
Internship Supervisor's Evaluation

UNR College of Business Administration

The Internship Program requires that each student's work assignment be evaluated by the employing supervisor. Complete this form, discuss it with the intern, and return it to us. We would like you to be as candid as possible in evaluating the intern's work performance. Your evaluation will help us advise interns for future employment. Please check all appropriate student traits.

Student name___________________________ Major___________________________

Employer Location Work period__________________________________________

1. Relations with others/communication
___open/friendly/helpful/informative
___worked well with others
___quiet/reserved unless spoken to
___kept to him/herself

2. Ability to learn
___learned quickly/asked questions
___learned readily/accepted suggestions
___average learning capability
___comparatively slow learner
___very slow learner

3. Quality of work
___excellent/neat/accurate
___very good/turned in on time
___did average work
___below average/needs improvement
___very poor/not acceptable

4. Worked to potential
___worked independently/sought work
___sought work to gain maximum experience
___usually tried to gain experience
___did not do anything extra
___did as little as possible

5. Attitude toward job
___very enthusiastic/showed initiative
___interested and industrious
___willing when told to do something
___lacked interest and initiative
___refused all but assigned duties

6. Dependability
___totally dependable/completed all work
___above average dependability
___dependable -sometimes
___neglectful/careless
___unreliable

7. Judgment
___exceptionally mature/responsible
___above average in making decisions
___usually made the right decisions
___often used poor judgment
___consistently used bad judgment

8. Job skills
___excellent
___more than required
___adequate for job performed
___less than they should have been
___inadequate for job requirements
9. Performs well under pressure
   YES    NO

10. Presents a professional image
    YES    NO

11. Brief description of intern's duties/responsibilities:

12. What accomplishments did the intern achieve during the internship?

13. Suggestions for improvement job skills, attitude, communications, course work, etc.

14. Additional remarks/comments on intern's performance, strengths, and/or skills:

15. Have you discussed this report with the intern?    YES    NO

Immediate supervisor name ___________________________    Title ___________________________

Department/Division ___________________________    Phone ___________________________

Signature ___________________________    Date ___________________________

Please return this completed evaluation to:
Director of Career Connections & Alumni Relations
UNR College of Business Administration
Mail Stop 024
Reno, NV 89557
**Weekly or Biweekly Student Progress Report**

This report is to be completed every two weeks (every week if working full-time) spent on the internship. Please deliver or mail this form to your academic supervisor by the deadline agreed to with your faculty internship coordinator.

Student Name:___________________ Date________________________

Time Period Covered:_____________ to___________________________

Telephone:_____________________ Email Address:________________

Employer Name:_____________________________________________

Provide an evaluation of your work experience for the past reporting period by rating the following statements using the provided scale.

1=Strongly Disagree  2=Disagree  3=Neutral  4=Agree  5=Strongly Agree

1. The supervisor provided information concisely and directly. 1 2 3 4 5
2. The supervisor provided information in a manner that recognized your experiences and educational attainment. 1 2 3 4 5
3. The task(s) for the past two weeks were challenging. 1 2 3 4 5
4. The task(s) closely related to course work taken at UNR. 1 2 3 4 5
5. The task(s) required the use of imagination and innovation. 1 2 3 4 5
6. The work assignment allowed you to use decision-making skills. 1 2 3 4 5
7. The supervisor reviewed your activities with you on a regularly. 1 2 3 4 5
8. Your assignment for the past two weeks has been beneficial to you as an intern. 1 2 3 4 5

Below briefly describe your activities for the past two weeks and add any explanatory statements relative to your answers above. Use the back of the sheet if additional space is needed.
Student Evaluation

Name: ___________________________  Major: ___________________________

Intern employer _______________________________________________________

The Internship Program requires that each student's work assignment be evaluated by the student. Complete this form and return it to us. We would like you to be as candid as possible in evaluating the quality of your work experience. Your evaluation will help us counsel other internship students. Upon completion of your internship, please set up a post placement appointment with the Director of Career Connections & Alumni Relations to turn in your completed evaluation.

1. Describe your learning objectives for your internship.

2. Were your learning objectives met? Please explain.

3. What skills did you learn?

4. What, if anything, did you learn that was not part of your learning objectives plan?

5. What did you learn that you can apply to your course work?

6. What did you learn or experience that might help you in your career?

7. Please comment on the quality of supervision you received.
8. What did you like best and least about your assignment?

9. Please give three ways your program could have been improved.

10. Will your placement continue for another semester?  YES  NO

   If yes, please give dates:

11. Overall, how would you rate your internship?

   Poor = 1       Fair = 2       Good = 3       Very Good = 4       Excellent = 5

12. Comments: