



Student/Faculty Internship Checklist

Step 1: PLEASE COMPLETE BEFORE MEETING WITH FACULTY ADVISOR AND STUDENT OUTREACH CENTER

Student Name: _____

Major: _____

Internship Course Number: _____

GPA (attach unofficial transcript): _____

Internship Advisor (see Internship Requirement Matrix): _____

Pre-requisite Courses taken (see Matrix for required courses):

	Course Number	Semester Completed
1		
2		
3		
4		
5		

If you have questions about courses, please reach out to your academic advisor.

STEP 2: NOW THAT YOU ARE ELIGIBLE, BEGIN SEARCHING FOR AN INTERNSHIP.

Here are some avenues you can try.

- Register for a Career Navigator account at <http://bit.ly/1eVNxFO>. This online job board is specifically for students to find opportunities outside the University.
- Attend the Career and Internship Fair held each semester (details can be found on Career Navigator).
- Talk to your faculty advisor. Find out if they know of any internship opportunities.
- Subscribe to Business Buzz at <http://www.unr.edu/business/college-resources/business-buzz> and receive internship announcements from the Student Outreach Center.
- Get in touch with contacts you've made, whether they're family friends or business representatives you met on campus, to see if they're interested in hiring an intern.
- Check with the Student Outreach Center (AB 407) to see if there are special internship opportunities for business students that aren't advertised elsewhere.

Upon finding the right internship, bring the internship position description with you when you meet your faculty advisor.

Step 3: Complete Student/Faculty Internship Agreement

Student/Faculty Internship Agreement:

_____ (student name) has been pre-qualified to earn internship credit within The College of Business. The internship will be completed with:
 _____ (company name).

You must complete the following steps in order to register and earn credit for your internship.

- 1) Discuss requirements to earn academic credit and deadlines for submission

Task	Frequency	Deadline
Progress Reports		
Mid-term Report		
Final Report		
Term Paper		
Other-Describe		

Start Date	End Date

- 2) Obtain Call Number from Student Outreach Center to enroll in the class.

Course Number: _____ Call Number: _____ Number of Credits: _____

- 3) Supervisor Name and Contact Info: _____

 Student Signature/Date

 Faculty Signature/Date

 Student Outreach Center/Date



INTERN RESPONSIBILITY AGREEMENT

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 organization 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 policies and procedures.
3. Be enrolled as a student in good standing.
4. Complete the internship during the dates specified.
5. Work conscientiously under the direction of the supervisor assigned, submitting all reports, forms and assignments as required.
6. Report serious personnel, safety, or other problems regarding the internship to the 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. 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 Sponsoring Organization, its agents, officers and employees harmless from any and all claims, causes of action or liability, from any performance of this Agreement.

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. 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.

Student's Signature: _____ Date: _____

Student Outreach Center Approval: _____ Date: _____

Student Contact Information

Phone: _____

Email: _____

