

BUS399: Internship in Business

Employer Internship Agreement Form

The employer will need to complete all sections for you to apply for the internship program. Please make sure to turn in this application along with the Student Internship Agreement Form at time of enrollment.

Section I: Demographic Information

	Enter Information in this Column
Name of Student (Last, First, Middle Initial):	
Organization:	
Department/Division:	
Unit (if any):	
Program/Project:	
Internship Position Title:	
World Wide Web Address (if any):	
Name of Supervisor/Sponsor:	
Title of Supervisor/Sponsor:	
Address:	
City, State, Zip Code	
Phone:	
Fax:	
E-mail Address:	
Do you have access to the World Wide Web? (check one):	___ yes ___ no

Section II: Internship Information

	Enter Information in this Column
Format of Internship (check one)	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
Reward Mechanism for student (check one):	<input type="checkbox"/> no credit and no stipend <input type="checkbox"/> college credit but no stipend <input type="checkbox"/> stipend but no college credit <input type="checkbox"/> stipend and college credit
Please provide details regarding credit and/or stipend for interns:	
Transportation to/from internship site:	<input type="checkbox"/> on TCNJ Campus <input type="checkbox"/> within walking distance of TCNJ <input type="checkbox"/> on city bus line <input type="checkbox"/> must have own car

List key words that describe the major functions of this internship.

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Briefly describe the Organization/Program.

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Describe how an intern fits into your organization. Provide historical context as appropriate. Indicate whether this is a new or ongoing internship placement.

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Describe not only what the intern will do, but also what the intern will learn.

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Describe the office environment, including dress expectations.

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Describe the characteristics that you feel are important for an intern in your company; include character traits as well as skills, knowledge, and academic preparation.

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Describe the orientation, training and supervision that you will provide the intern.

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Describe a tentative work schedule that the intern will work.

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Additional Information/Other Comments:

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Student Intern

Date

Employer Internship Supervisor

Date

TCNJ Supervising Faculty

Date

Contact Information:

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