

Employer Agreement Letter

To: Employers of College of Business Administration Students
From: Professor Richard K. Williams, Jr., Management Department
Subject: Guidelines for student participation in Management (MGT) 401, Business Internship

One of the objectives of the College of Business Administration is to provide opportunities for students to integrate their academic work with experience in the community. To create work-based learning experiences for students, we have developed guidelines for students and employers, which require the completion of value-adding projects or learning activities within the scope of the student's employment, whether it be as an actual employee or as an intern. Students who undertake such projects or learning activities may enroll in the MGT 401 Business Internship class and receive credit for completing the assignments. Our website (<http://www.rohan.sdsu.edu/~rwilliam>) explains the course requirements.

Integrating work and learning depends upon effective cooperation among the student, the employer, and the professor. We ask that you help the student in three ways. First, please meet with the student to help devise a value-adding project or series of learning activities for your organization that will be formalized in a Course Contract signed by you and the student. I will sign it once I have verified that the substance, quality, and verifiability of the proposed project or learning activities meet course requirements for receiving credit. Second, please support the student and monitor his or her progress during the semester. Lastly, we ask you to evaluate the student's achievement, which is a prerequisite for receiving a grade. Please provide an evaluation on your company letterhead that verifies 1) the number of hours the student worked, 2) the quality of his or her performance on each of the tasks reflected in the signed Course Contract, and 3) comments regarding the student's contributions and interpersonal skills. Please provide this evaluation to the student for inclusion in his or her report. The website also has sample contracts and evaluations.

Thank you for supporting our students. Every year a large number of students and employers cooperate with us to the benefit of our community. Together we can add value to all concerned.

Supervisor Signature: _____ Date: _____

Supervisor Name: _____ Telephone: _____

Company: _____ Position: _____

E-Mail Address: _____ Website: _____

Student Name: _____ (Please Print)