Internship in Marketing — Application and Learning Plan
Please complete and return to: Your Internship Coordinator

Check one section
The Section you select here must correspond with both the number of hours you will be working, and the section you selected when you registered for the class.

IBM 441-01 ____ Section 01 = 10-19 Hrs/week IBM 442-01 ____
IBM 441-02 ____ Section 02 = 20-29 Hrs/week IBM 442-02 ____
IBM 441-03 ____ Section 03 = 30-39 Hrs/week IBM 442-03 ____
IBM 441-04 ____ Section 04 = 40+ Hrs/week IBM 442-04 ____

Student Information (Please Print Legibly)

Major (Please check one) International Business ____ Marketing ____ Current Quarter ____

Student’s Name ________________________________________ Bronco I.D. _________________
Address __________________________________________________________________________
City ___________________________________ Phone ______________ Email _________________

Emergency Contacts:
Last Name_________________________ First Name ________________ Phone ______________
Address _______________________________________________ Relationship _______________

Company Information

Firm’s Name _____________________________________________________________________
Address _________________________________________________________________________
City ___________________________ State _________ Zip ______________
Phone # _________________________ Fax ______________________________

Immediate Supervisor’s Name _______________________________________________________
Supervisor’s Title ___________________________ Supervisor’s Email ______________________

I have read the syllabus and I understand the requirements to earn course credit for the Internship in Marketing course (IBM 441/IBM 442) _____ (initial)

Have you previously done an internship in the IBM Dept? (please circle one) Yes No

If “yes”, for which quarter (s)? ____________________________________________________

If “yes”, was the internship with the same company/organization? (please circle one) Yes No
**Duties and Tasks:** Please describe the duties and tasks you have been assigned during this internship (you may attach a job description if available). If you are using your current job, please explain what you will be doing differently to fulfill your internship requirement.

**Learning Objectives:** What will you learn from this internship? How will this internship enhance your academic knowledge and professional preparation? Describe the activities or projects of this internship that support your learning objectives.

**The Site Supervisor:**
Agrees to guide this student’s work and to submit a brief final evaluation of his/her achievement upon request. Agrees to discuss any concerns about the intern’s performance with him/her directly, and with the faculty/course supervisor, if necessary. Agrees to provide student with proof of Worker Compensation Insurance, or General Liability Insurance.

Site Supervisor Signature: ___________________________ Date: ________________

**The Faculty/Course Supervisor**

I have examined and approve this student’s learning plan.

Faculty/Course Supervisor -
Signature: ___________________________ Date: ________________

Student Initials ________
The student agrees to abide by the following guidelines and limitations:

Guidelines:
Ask for help when in doubt: Contact your instructor with any questions concerning your internship. Your internship supervisor understands the issues within the company/organization. You are encouraged to approach your supervisor with problems or questions as they arise. Your supervisor and your instructor can assist you in determining the best way to respond to difficult or uncomfortable situations.

Be punctual and responsible: Although you may not be paid for your internship, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and your co-workers are relying on your punctuality and commitment to completing your scheduled hours throughout the internship.

Call if you anticipate lateness or absence: Call the internship supervisor if you are unable to come in or if you anticipate being late. Be mindful of your commitment, people are counting on you.

Respect the privacy of all clients: If you have access to confidential information (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat this information as privileged. You should use pseudonyms in your course assignments if you are referring to customers or the people you work with at the internship site.

Show respect for the business/organization you work for: Placement within an organization is an educational opportunity and a privilege. Not only are you serving the organization, but they are providing a service to you by investing valuable resources in your learning.

Be appropriate: You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly, and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other CPP students who may follow in the Internship Program.

Be flexible: The level or intensity of activity at an internship site is not always predictable. Your flexibility to changing situations can assist the organization in working smoothly and producing positive outcomes for everyone involved.

Limitations:
Don’t report to your internship assignment under the influence of drugs or alcohol.
Don’t give or loan money or other personal belongings.
Don’t make promises or commitments you cannot keep.
Don’t provide transportation in a personal vehicle.
Don’t tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a co-worker or customer.
Don’t tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
Don’t engage in any type of business with clients during the term of your internship.
Don’t enter into personal relationships with a co-worker or customer during the term of your service.

Health and Safety Guidelines:
Participate in the orientation of your internship site. Make sure that you know who to contact at the site and at the university in case of an emergency.

As provided by the internship site, observe all safety policies, regulations, safe work practices, and job instructions for your internship assignment.

Familiarize yourself with the safe work practices/programs that affect your assignment.

Report safety hazards and unsafe conditions to your supervisor.

Report all injuries, no matter how minor, to your supervisor.

Student Initials ________
International Business and Marketing Department
California State Polytechnic University, Pomona
Student Agreement

The Student:

• Agrees to act in a responsible manner while representing California State Polytechnic University, Pomona at the company/organization, and abide by all rules and regulations that govern the company in which he/she is performing the duties of his/her internship.

Understands the connection between the internship course, and the course objectives to be fulfilled at the internship location.

• Has read the above stated guidelines and limitations and understands his/her role as a student intern working within the company/organization.

Understands and acknowledges that participation in the internship with the company/organization is part of the coursework for which course credit is received. The student is not an employee of the University.

• Agrees to devote a minimum of:

  A) 10-19 hours a week for one unit of credit (Section 01),
  B) 20-29 hours a week for two units of credit (Section 02),
  C) 30-39 hours a week for three units of credit (Section 03), or
  D) 40+ hours of credit for four units of credit (Section 04),

effective during the academic quarter indicated above, in order to fulfill the learning objectives described here.

• Agrees to complete any forms, evaluations, or other paperwork required by either the instructor or the work supervisor, and agrees to submit any such items by the due date.
  o Understands that failure to meet all set deadlines will result in failing the class.
  o If you feel that your rights have been violated, or you have any trouble at your internship location, please contact your supervisor.
  o Agrees to attend the mandatory meeting at the beginning of the quarter.

Student Signature: ____________________________ Date: _____________