# Management and Human Resources Department

# College of Business Administration

# California State Polytechnic University, Pomona

# 

# Fall 2020 - Virtual Internship Requirement

# SUPERVISOR’S DESCRIPTION OF VIRTUAL INTERNSHIP

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Position Held by Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a virtual internship? \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_No

A virtual internship does not require an in-person component, neither does it require face to face or physical meetings at any time of the Fall 2020 semester, August 17 – December 6, 2020.

Please describe the duties and tasks assigned to the student during the virtual internship.

Please describe the planned project for the student to complete during the current semester.

How long has the student been employed by you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many hours a week will the student be engaged in this virtual internship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the student related to the supervisor or the owners of the organization? \_\_\_\_\_ How? \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Supervisor, please send the filled form directly from your work email to [mhrinternships@cpp.edu](mailto:mhrinternships@cpp.edu). Thank you for your participation in this valuable educational experience.

Cordially,

Prof. Carlos B. Gonzalez, Ph.D.

Chair, Management & Human Resources Department

Email: [cbgonzalez@cpp.edu](mailto:cbgonzalez@cpp.edu)