Once you have secured an internship, you need to schedule an appointment with Dr. Kristy Lauver to determine if the internship will qualify for academic credit. The Internship Memorandum Agreement should be completed and a hard copy should be brought to the appointment. You should also bring a written description of the company you are working for that details the duties associated with your internship and a copy of your signed letter of employment.

Internship Memorandum Agreement can be found at www.uwec.edu/COB/undergraduate/experiences/internships.htm (Look for.pdf under the Management and Marketing header)

IMPORTANT: The following information is needed PRIOR TO completing the form:

- Organization name & location
- Supervisor name & contact information (phone/email)
- Compensation (hourly salary / monthly stipend)
- Work schedule (number of hours per week)
- Length of internship (planned start & end dates)
- Official position description of the internship
- Copy of the signed letter of employment

1. Once the Agreement is completed, save a copy to your desktop.
2. Bring the form and an official position description of the internship and a copy of the signed letter of employment to your meeting with the Management and Marketing department chair.
3. The department chair will determine the number of credits for the internship. (1-3 credits depending on the number of hours worked).
4. Pay the $100 deposit to business office PRIOR TO registering. You can do this online at: www.uwec.edu/bussvs/busoff/payment/index.htm , or call: (715) 836-5907.
5. Register on CampS within a few days of returning the internship memorandum agreement form & paying necessary fees. Be sure to select the approved number of credits.
6. Check D2L for course syllabus, course requirements, and other important information about how your grade will be determined.
7. Submit journal entries and other assignments within timeline given.
8. Inform your internship supervisor to submit an evaluation of your performance by the given deadline. If a standard evaluation form is needed, please contact your department directly.

IMPORTANT: Please keep your department informed on any changes to this information.

Contact information:

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Admin/Management/Marketing</td>
<td>Dr. Kristy Lauver</td>
<td><a href="mailto:lauverkj@uwec.edu">lauverkj@uwec.edu</a></td>
<td>715-836-3677</td>
</tr>
<tr>
<td>Career Services</td>
<td>Alyssa Slaby</td>
<td><a href="mailto:slabyaj@uwec.edu">slabyaj@uwec.edu</a></td>
<td>715-836-5358</td>
</tr>
</tbody>
</table>
INTERNSHIP MEMORANDUM OF AGREEMENT
UW-Eau Claire

An internship is an academic program offered by UW-Eau Claire to students seeking to enrich their academic training with substantial related work experience. As an alternative educational work experience program, internships provide students with many benefits including career and professional development, financial assistance, and enhanced employability. At the same time, due to the unique benefits derived from an internship, participating students must fully understand the program and the special responsibilities and obligations with which they must comply.

Therefore, prior to enrolling in the Internship Program, all students are **required** to register with Blugold CareerLink and to read and sign this Memorandum of Agreement to indicate their understanding of and agreement to comply with the program responsibilities and regulations.

As a student enrolled in UW-Eau Claire’s Internship Program, I understand and agree to abide by the following:

**THE INTERNSHIP CENTER**

I understand that a UW-Eau Claire Internship may be credit bearing or non-credit bearing, planned academic program, alternating classroom study with paid full-time (or part-time parallel) work experience.

I understand I may participate in one or more internship experiences as a part of a bachelor’s or master’s degree in university approved programs. **In each internship experience, credit may be assigned. In credit bearing situations, associated tuition will be assessed and will be paid by me.**

**PROGRAM ELIGIBILITY**

University eligibility criteria for student participation in the internship program include, as minimum requirements, that the student:

- Be enrolled in a UWEC academic program and maintain an acceptable program-specific GPA
- Have completed at least 1 semester of full-time course work (12 credits). Check program specific requirements.
- Be registered and have submitted a resume in Blugold CareerLink
- Submit this signed agreement to approving department

**RESPONSIBILITY TO THE INTERNSHIP EMPLOYER**

I understand my primary responsibility during the work experience will be to the employer. I agree to meet all requirements and obligations of full-time employees and to act in a responsible and professional manner at all times.

I understand an internship employer is not expected to employ me at the duration of the internship or if my work performance, working relationships, production, or attendance fail to meet the employer’s standards. I also understand UWEC is not responsible if I am laid off, dismissed, involved in a strike, or for some other reason I do not continue to be employed for the duration of the specified work term. I also understand Unemployment Compensation laws **exclude** internship students.

Internship participant—It is your responsibility to notify my department if extending the internship into another term so that university records will be up-to-date and the appropriate fees can be assessed.

**DISMISSAL FROM THE INTERNSHIP PROGRAM**

I understand I may be dismissed from the Internship Program for failing to meet responsibilities or for bringing discredit upon the program, the college, or the internship employer.
The University of Wisconsin-Eau Claire is an equal opportunity, affirmative action employer committed to diversity in its people and programs

(Please complete Blugold CareerLink registration.)

I HAVE BEEN GIVEN A COPY OF THE CAREER SERVICES MEMORANDUM OF AGREEMENT WHICH DESCRIBES PROGRAM RESPONSIBILITIES AND REGULATION. I UNDERSTAND THE CONTENTS OF THE MEMORANDUM OF AGREEMENT, AND I AGREE TO ABIDE BY THEM. Check here to agree. 

SIGNATURE: ___________________________  DATE ___________________________

(please type)  mm/dd/yyyy

BLUGOLD ID # _________________________

IF YOU ARE AN INTERNATIONAL STUDENT, go to International Student Services, 111 Schofield Hall, to have the following section signed.

This student is approved for Internship for the following time period: (mm/dd/yyyy) - (mm/dd/yyyy)

Comments:

______________________________  ___________________________
Signature/COORDINATOR, INTERNATIONAL STUDENT SERVICES  Date (mm/dd/yyyy)

We urge you to make a copy of the Internship Memorandum of Agreement for your own records.
The student **MUST** complete sections 1 & 2 **BEFORE** obtaining signatures; the approving department will complete section 3.

1. **Student Information**

Name (Last, First, MI) _______ Blugold ID# _______

Local Address (Street, City, State, Zip) _______

Email Address _______ Phone _______

Admitted to the College of Business? Yes ☐ No ☐ Major _______ Minor _______

G.P.A./Major (includes core) _______ G.P.A. /Overall _______

2. **Internship Information**

Note: If your internship is full-time and occurs during summer and fall, you should sign up for the class during the fall semester to maintain full-time student status. Likewise, if your internship is full-time and occurs during the spring and summer, you should sign up for the class during the spring semester to maintain full-time student status.

Starting Date: _______ Completion Date: _______

Class Standing: Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐

Credits enrolled for (excluding internship): _______

Intern Employer: (Company Name) _______

Employer Address: (Street) _______

(City, State, Zip) _______

Supervisor or Contact Name: _______

Employer Phone: _______ Hourly Rate: _______ Hours to work per week: _______

Student’s Signature ___________________________ Date: ___________________

3. **To be completed by approving department**

Department: _______ Course Number: _______ Number of Internship Credits: _______

Term: Fall ☐ Spring ☐ Summer ☐ Winter ☐ No credit/just transcript notation ☐

Program Type: ☐ Full Time (Not enrolled in additional course credits beyond internship.)

☐ Part Time (Not enrolled in additional course credits; participating in an internship part time.)

☐ Parallel (Participating in an internship while enrolled in school for course credits.)

**Signed Approval**

Department Chairperson/Coordinator ___________________________ Date: _______

Rev. 7/14
Goal planning is important so that you may operate in your internship/position with direction and purpose. Organized and well-written goals include the following points. Persons in the College of Business must list 3 learning goals.

Each goal should include:
1. What you are planning to accomplish
2. How and when you are planning to accomplish it
3. How you will measure the achievement of your goals

Goal 1.

Goal 2.

Goal 3.

Goal 4.

Goal 5.

Please retain a copy of these goals! You will refer to them in a later report.