

**Department of Economics and Finance
The Zicklin School of Business, Baruch College
Internship Agreement**

Student's Name: _____ Phone: _____

(Please print very clearly)

Student's Baruch Email Address: _____

Mailing Address: _____

Course Number: _____ # of Credits: _____ Semester: _____

Country of Citizenship: _____ Visa Status: _____ Expected Date of Graduation: _____

This internship agreement defines the terms for a student intern who will earn academic credit for the internship. Termination of this agreement is subject to discussion involving all parties.

The employer agrees to:

1. Designate an individual to supervise the student and serve as a liaison between the employer and the faculty Internship Coordinator.
2. Provide an "Offer of Employment" letter that contains:
 - (a) The supervisor's name, title, and phone number;
 - (b) The name and mailing address of the firm;
 - (c) The start and end dates of the internship;
 - (d) The required number of hours per week;
 - (e) The pay rate (if paid); and
 - (f) A brief description of the intern's responsibilities and duties. These duties will not include any cold calling, and are not to be confined solely to administrative or clerical work.
3. Provide training and assist the student in structuring and fulfilling his or her learning and performance objectives to ensure that he or she has a valid learning experience in the internship.
4. Evaluate the student at the end of the semester using the form provided by the Department.

Baruch College agrees to:

1. Provide a faculty Internship Coordinator to monitor the student's academic progress.
2. Make contact with the employer as needed.
3. Determine a grade and award college credit for successful job performance and completion of course work.

The student agrees to:

1. Enroll in one of these courses concurrently with the internship: BUS 3001, BUS 3002, BUS 3003, ECO 5010, ECO 5011, FIN 5610, or FIN 5611.

Continued on the next page.

2. Develop a set of learning goals and performance objectives, commensurate with your major, in conjunction with the faculty Internship Coordinator and your supervisor.
3. Inform the faculty Internship Coordinator of any problem or changes in status.
4. Abide by the regulations and policies of both the internship program and your employer.

By signing below, you agree to comply with the conditions of the agreement.

Supervisor's Name: _____ Supervisor's Title: _____

Supervisor's Phone: _____ Email: _____

Company Name: _____

Company Address: _____

Hours Per Week: _____ Salary (if paid): _____

Intern's Job Title: _____ Start Date: _____ End Date: _____

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

After the student and the employer's supervisor have signed this form, it should be submitted to the faculty Internship Coordinator. To do this, please leave the form in the Internship file tray at the Reception Desk in Room VC 10-225, the main office of the Department of Economics and Finance, during normal business hours.

Faculty Internship
Coordinator's Signature _____ Date: _____