



School of Business INTERNSHIP REQUEST

Instructions for Employers:

Completely fill out the requested information below. Once completed, please email this Internship Request form to Daniel Clark, Internship Coordinator, clarkda@sou.edu. If you have additional documents that describe the internship in detail, feel free to include those as attachments.

Important!

By checking this box, I confirm that this internship meets all of the following criteria:

- Provide a professional onsite office employing multiple employees, one of whom will be the intern's dedicated supervisor adept in the skills/knowledge the intern is learning; and
- Offer training similar to that conducted in school.

For more information, please read the [SOU School of Business – Internship – Information for Employers](#).

Organization Information

Organization Name:

Physical Address:

Brief Description of Organization:

Contact Person:

Contact Phone:

Contact Email:

Internship Information

Title of Internship:

Description of Duties:

Is this internship paid or unpaid?

Note: The host site should diligently conduct research or make legal consultation, as necessary, regarding state and federal labor laws that may be applicable and/or are mandatory for the internship.

Paid – Hourly amount: \$ _____

Unpaid

Estimated Number of Hours:

Note: Most students need around 120 hours total.

Start Date:

End Date:

Training & Orientation



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Learning Outcomes:

Note: Please identify learning outcomes that the interns are expected to gain from the internship. Learning outcomes differ from internship objectives in that they pertain to what the interns can gain from the internship (added knowledge) while objectives pertain to what the intern needs to accomplish or be responsible for during the course of the internship. Also, please identify who will conduct the training or orientation.

Examples:

- *The student will be able to experience and learn the use of QuickBooks system in preparing income and expense statements.*
- *The student will be able to identify and evaluate current trends in social media marketing and how these can contribute to marketing strategies formulation.*
- *The student will be able to develop knowledge of winery operations in the local region.*
- *The student will be able to learn various recruiting methods.*

Orientation Plans:

Note: Please identify orientation plans for the intern before commencement of or during the internship.

Examples: General policies orientation, industry and business operations orientation, job-specific orientation.

Training Opportunities:

Note: Please identify or describe certain training opportunities that you plan to implement to assist the intern in the conduct of his/her duties. Training opportunities can include technical content training, brainstorming and debriefing activities, on-site performance feedback, etc.