

Department of Economics and Finance

Robert C. Vackar College of Business & Entrepreneurship
University of Texas Rio Grande Valley

1201 W. University Drive, ECOBE 216 Edinburg, TX 78539-2999

Phone: (956)665-3354 Fax: (956)665-5020 Email: andre.mollick@utrgv.edu

EMPLOYMENT/ INTERNSHIP APPLICATION FORM

DATE: _____ Student Identification No. _____

NAME: _____

ADDRESS: _____ PHONE: _____

_____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____

MAJOR: _____ MINOR: _____ HOURS COMP.: _____

HOURS TO WORK PER WEEK: _____

CLASSIFICATION: _____ GPA: _____

U.S. CITIZEN Yes No If not a U.S. Citizen or Permanent Resident, what is your status?

Are you willing to relocate to participate in an internship? Yes No (Please check one)

When would you be able to participate in an internship? (Please check your preference from the sessions noted)

Fall Semester _____, Spring Semester _____ or a Summer Session _____.

If you are willing to relocate, where would you be willing to accept an internship/ employment?

Check (Y) to all that apply:

<input type="checkbox"/> Rio Grande Valley	<input type="checkbox"/> Mid-West	<input type="checkbox"/> Gulf Coast	<input type="checkbox"/> West Coast
<input type="checkbox"/> Western States	<input type="checkbox"/> South East	<input type="checkbox"/> Southwest	<input type="checkbox"/> East Coast
<input type="checkbox"/> Mid-Atlantic	<input type="checkbox"/> Texas	<input type="checkbox"/> Northeast	
<input type="checkbox"/> South Texas	<input type="checkbox"/> Northwest	<input type="checkbox"/> International	

I give my consent for all information contained in my Economics and Finance file to be submitted to any prospective employer who has expressed a genuine interest in my qualifications as a prospective intern/ employee. I also authorize the Economics and Finance Department to obtain copies of my university transcripts and submit said transcripts along with my resume as requested or required by prospective employers.

Signature

Date

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INTERVIEW POLICY AGREEMENT

We, Economics and Finance, will schedule interviews with prospective employers and you will have the opportunity to select an appointment time. Your name will be noted for an interview on a set date and time frame. By doing so, you have agreed to the interview appointment and you will be required to keep your scheduled appointment.

From time to time, circumstances beyond your control may prevent you from keeping your appointment. If you are unable to attend and wish to cancel, it is mandatory that the Economics and Finance Department be notified 24 hours prior to your scheduled appointment time. If you fail to comply with the required notification to the Economics and Finance Department, it may result in you being prohibited from scheduling further interviews in the future.

In most cases, the number of students which may sign up for interviews will be limited. Interviews will be scheduled on a first come/ first serve basis. If the interview schedule is full, we will maintain a list of alternates who will be notified to come in for an interview due prior interview appointment cancellation. Failure to keep a scheduled appointment with a prospective employer leaves an unfavorable impression about you, the Economics and Finance Department, COBE, and the University. By failing to keep your interview appointment, you have prevented another student from having an opportunity for an interview and potentially being hired. In this case, we all lose; the employer, you, a fellow student, the Economics and Finance Department, and COBE. Appointment cancellations or "no-shows", may prompt a prospective employer to reevaluate and possibly reconsider whether to continue recruiting COBE students from The University of Texas Rio Grande Valley.

SIGN UP FOR AN INTERVIEW ONLY IF YOU PLAN TO ATTEND.

I, _____, have read the policy as stated above and agree to abide by the Policy, as
(please print your name)
stated above.

Student Signature

Date

Student Identification Number/ SID

Department Chair

Date

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INTERNSHIP APPROVAL REQUEST

Name: _____ Student Identification No. _____

Address: _____

Phone: _____ E-mail: _____

Company/ Agency Name: _____ Phone: _____

Address: _____

Job Title/ Intern Position: _____

I, _____, agree to accept employment with the above named employer; beginning _____, and ending _____.

In order for the internship experience mentioned above to be recognized and approved by Economics and Finance and the College of Business and Entrepreneurship, the aforementioned student and the employer will agree to the internship requirements as stated below for one of the four following courses:

ACCT 3300 INFS 3300 ECON 3300 INTB 3300 MGMT 3300

(Please check off one only)

The proposed internship experience must comply with the following requirements:

- (i) the knowledge gained is equal to or greater than the knowledge gained in a traditional classroom setting;
- (ii) the employing firm provides a formal structured training program for the intern;
- (iii) the employing firm provides the faculty coordinator with a listing of objectives, mutually developed by the employer and the intern, to be met during the internship;

- (iv) the employing firm provides (a.) a confidential evaluation of the intern at the conclusion of the internship, (b.) provides a letter describing the duties performed by the intern and the supervision provide to the intern, and (c.) provides a copy of any internship pertinent information to the faculty coordinator, which the employer deems important and relevant to the internship experience;
- (v) the internship is approved by the faculty advisor and faculty coordinator/Chair of Economics and Finance and the respective department chair;
- (vi) the intern must keep a diary, which comprises a chronological listing of all work experience gained in the internship;
- (vii) the intern writes a paper demonstrating the knowledge gained in the internship;
- (viii) (a.) an intern may participate in an internship experience – for college credit or non-college credit; (b.) an intern may participate in multiple internships, but only one of the internships may be taken for college credit and (c.) the intern may receive not more than 3 semester hours of credit for the internship experience;
- (ix) the intern will provide evidence of all items indicated above to the faculty coordinator upon request.

All parties involved in conducting and administering the internship program courses – ACCT 3300, INFS 3300, ECON 3300, INTB 3300, MGMT 3300 and MARK 3300 hereby agree to abide by the guidelines as stated above.

_____	_____
Student Name	Date
_____	_____
Employer/Immediate Supervisor	Date
_____	_____
Department Chair	Date

Department of Economics and Finance

INTERNSHIP CHECKLIST

Name: _____ SID #: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Semester: _____, 20_____ Course No.: _____

Employer: _____

Address: _____ Phone: _____

_____ E-mail: _____

Supervisor Name: _____ Phone: _____

___ Employment/Internship Application Form

___ Interview Policy Agreement

___ Internship Proposal Form

___ Internship Approval Request

___ Release and Indemnification Agreement

___ Student Work Agreement

___ Student Evaluation of Internship Assignment

___ Employer Evaluation of Economics and Finance Intern

___ Application for Academic Credit

___ Economics and Finance Internship Handbook Receipt and Acknowledgment Form

___ Internship Handbook

___ Course Syllabus

___ Economics and Finance Internship Report Receipt

___ Acknowledgement Form

___ Internship Report Guidelines

___ _____

___ _____

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STUDENT WORK AGREEMENT

Name: _____ Student Identification No. _____

Company/ Agency Name: _____

Supervisor: _____ Phone: _____

Address: _____

Job Title/Position: _____

I, _____, agree to accept the internship/employment opportunity with the above named employer; beginning _____, and ending _____.

I agree to:

- 1) Remain on the job for the entire work assignment unless special arrangements are made between myself and my employer; with knowledge of intended change being made known to the Economics and Finance Department, before such change.
- 2) Report any difficulty at work to the Economics and Finance Department.
- 3) Inform the Economics and Finance Department of any change in my work assignment or if there is any reason my assignment is not satisfactory.
- 4) Report immediately any change of address or phone number to the Economics and Finance Department.
- 5) Return all evaluations and other forms to the Economics and Finance Department within two weeks of the date received.

I understand that failure to do satisfactorily at work, failure to report to work on time, leaving work early or failing to comply with the policies and guidelines of my employer and the Economics and Finance Department may result in denial of future participation in the Economics and Finance Department programs.

Signature

Date

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APPLICATION FOR ACADEMIC CREDIT

(Please type all information)

Name: _____ Date: _____

Student ID No.: _____ Major: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Employer: _____

Address: _____

COURSE INFORMATION

Course No.: _____ Course Name: _____

Number of Credit Hours: _____ Semester: _____ Year: _____

CREDIT [please check (X) one]

Grade will be given

Credit only

COURSE CREDIT [please check (X) one]

Toward major requirements

As an elective

The instructor is responsible for supervising work and reporting completion of course to the Economics and Finance Office:

DEPARTMENTAL APPROVAL

Academic Advisor

Date

Department Chair

Date

Center for Advisement and Recruitment
Robert C. Vackar College of Business and Entrepreneurship

Department of Economics and Finance

INTERNSHIP HANDBOOK

Receipt and Acknowledgement Form

I have received a copy of the Economics and Finance Internship Handbook. The handbook states the terms and conditions to be followed by a prospective agency/firm, a prospective student intern, and Economics and Finance prior and during the time frame related to the proposed internship. I agree that I will abide by terms and conditions as stated in the handbook

Course Number: _____ Semester Year: _____

Intern's Name: _____ Student ID No.: _____

Intern's Signature

Date

Economics and Finance Chair's Signature

Date

RELEASE AND INDEMNIFICATION AGREEMENT

STUDENT: (name and address)

INSTITUTION:

The University of Texas Rio Grande Valley

DESCRIPTION OF ACTIVITY OR TRIP*: _____

*Includes travel to and from activity, if the University provides transportation.

LOCATION: _____

DATE(s): _____

I, the above named student, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the above named Institution, its governing board, officers, employees and representatives from any liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the Institution, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the Institution and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

This Agreement shall be construed in accordance with the laws of the State of Texas, which shall be the forum for any lawsuits filed under or incident to this Agreement or Activity.

Intern's Signature

Date

Economics and Finance Chair's Signature

Date

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STUDENT EVALUATION OF INTERNSHIP ASSIGNMENT

Name: _____ Student Identification No. _____

Company/ Agency Name: _____

Address: _____

Job Title/Position: _____

Employment Beginning Date: _____ Ending Date: _____

Please answer the following questions concerning your Internship Assignment. Your evaluation will remain confidential and will assist us in our future placement activities. **If you wish to make additional comments, please use the back of this form.**

1.) Were your responsibilities clearly outlined by your supervisor? yes no

Comments: _____

2.) Were you adequately supervised during your internship assignment? yes no

Comments: _____

3.) Were the responsibilities in the internship assignment relevant to academic and career interest?

yes no Comments: _____

4.) Would you recommend this company/agency to other students? yes no

Comments: _____

5.) As you look back at your internship assignment, what did you learn from your assignment?

6.) What suggestions would you have on how to improve the Internship Program?

Thank you for your feedback concerning your internship experience and for your suggestions for improving the Internship Program.

Signature

Date

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EMPLOYER EVALUATION OF ECONOMICS AND FINANCE INTERN

(Must be completed by student's immediate supervisor.)

Student Name: _____

Company/ Agency Name: _____

We would be most appreciative if you would complete this evaluation form. Please (Y) check the spaces below that best describes the student's performance. Your evaluation will remain confidential and will greatly assist us in our future placement efforts.

- | | | | | | |
|-----------------------------------|---------------------------------|----------------------------|-------------------------------|-------------------------------------|----------------------------|
| 1.) Relations with co-workers: | <input type="radio"/> excellent | <input type="radio"/> good | <input type="radio"/> average | <input type="radio"/> below average | <input type="radio"/> poor |
| 2.) Attitude/Application to work: | <input type="radio"/> excellent | <input type="radio"/> good | <input type="radio"/> average | <input type="radio"/> below average | <input type="radio"/> poor |
| 3.) Judgement: | <input type="radio"/> excellent | <input type="radio"/> good | <input type="radio"/> average | <input type="radio"/> below average | <input type="radio"/> poor |
| 4.) Dependability: | <input type="radio"/> excellent | <input type="radio"/> good | <input type="radio"/> average | <input type="radio"/> below average | <input type="radio"/> poor |
| 5.) Ability to learn: | <input type="radio"/> excellent | <input type="radio"/> good | <input type="radio"/> average | <input type="radio"/> below average | <input type="radio"/> poor |
| 6.) Quality of work: | <input type="radio"/> excellent | <input type="radio"/> good | <input type="radio"/> average | <input type="radio"/> below average | <input type="radio"/> poor |
| 7.) Attendance: | <input type="radio"/> excellent | <input type="radio"/> good | <input type="radio"/> average | <input type="radio"/> below average | <input type="radio"/> poor |
| 8.) Punctuality: | <input type="radio"/> excellent | <input type="radio"/> good | <input type="radio"/> average | <input type="radio"/> below average | <input type="radio"/> poor |
| 9.) Overall Performance: | <input type="radio"/> excellent | <input type="radio"/> good | <input type="radio"/> average | <input type="radio"/> below average | <input type="radio"/> poor |

Additional Remarks: _____

Signature

Date

Department of Economics and Finance

INTERNSHIP HANDBOOK

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INTERNSHIP HANDBOOK

DEFINITION AND PURPOSE

The purpose of an internship is to provide the student with real, hands-on management experience as a bona fide employee of an existing commercial or ministry organization. The outcome of this experience would be a report of the students' reflections and reporting upon the management techniques he or she used, their successes, failures, and reasons-why, and similar reflections and reporting upon the management styles used on the student by his or her superiors. The period of employment should be sufficiently long to provide a broad perspective of both levels of management styles and practices, and to give the student a substantial experience of managing others.

CRITERIA OF AN ACCEPTABLE INTERNSHIP OPPORTUNITY

To provide a valuable management experience, the internship opportunity and proposal must meet all of the following criteria:

- Real World Focus – The internship must deal with either an existing problem within the organization or an existing opportunity, or an evaluation of existing operations within a business organization or agency, either public or private.
- Clearly Defined Purpose – the internship proposal must address a question or situation that will be addressed by a student intern.
- Manageable Scope – The internship should provide a hand-on learning opportunity for the student to apply his/her skills and educational background, whenever possible, always taking into account the student's and organization's needs. The specific job assignment and varied duties will be determined by department manager/Chair for the participation organization/agency. The Economics and Finance Internship Form describing the job assignment and duties will require the final approval by the organizations department manager/Chair, the Economics and Finance Chair, and COBE faculty advisor.

- Scheduled Visits and Evaluation – The Chair for Advisement and Recruitment may conduct scheduled visits (whenever feasible) to the prospective student intern’s work site – (1.) with the intent to finalize details and particulars concerning the internship, (2.) 30 days after the start of the internship, and (3.) immediately after the internship term has been completed (whenever feasible or possible). Periodic performance reports must be completed by the student intern’s immediate supervisor. The student will be required to complete an evaluation form regarding the internship experience. At all times, the participating organization will have the right to terminate the intern for just cause. The Chair of Economics and Finance and faculty advisor must be notified in writing as to why the intern is being terminated, actions taken by the organization/agency to remedy the situation, and the intern’s termination date.
- Internship Benefits for Student and the Organization – The student will have an academic requirement to submit a report on his/her internship, as determined jointly by the academic advisor and the student intern, prior to completing the internship period. The internship report will be shared with the participating organization as feedback concerning the intern’s observation internship.

OUTPUT

At the end of the internship employment period, the student will submit a report, as agreed with the internship faculty advisor in the internship proposal and must meet the approval of the internship faculty advisor.

- An account of the student’s experience must be in agreement with the educational results outlined in the internship proposal and must meet the approval of the internship faculty advisor.
- An account of the student intern, his management style and practices, and the student intern’s thoughtful evaluation of the effectiveness of the style and practices in contrast to what effect might have been achieved by utilizing different management style(s) and/or practices.
- The student should be given an opportunity to assume limited responsibility, for a project designated by the student intern’s immediate supervisor, which involves the direct management of two or more employees. (Rationale: Ensures that the student has an opportunity to evaluate the management style and practice of an established manager, and to assess the effect of that style and those practices on

others. It is hoped that the direct superior will also perform a mentoring function which the student intern is able to evaluate.)

- The internship will occur in a plant facility or office in which there is continuous day-to-day contact between the student intern and those he or she manages, and regular contact between the student and his or her direct supervisor/manager. (Rationale: Ensures that the student has sufficient opportunity to manage and assess the management of another, thus generating a valuable learning experience.)
- The internship will provide at least fifty hours of employment for each credit hour granted by the College of Business and Entrepreneurship. The student may register for three hours of credit in an internship course as designated and approved by their respective department head.

PROCEDURES FOR AN INTERNSHIP

Student Responsibilities:

- Initiate the internship process.
- Contact the Economics and Finance Chair and request permission to enroll in an internship class and meet with the Internship Committee members consisting of the department chair chairman, who must be a full time faculty member of the College of Business and Entrepreneurship, Economics and Finance Chair plus a faculty advisor, who must be a faculty member of the College of Business and Entrepreneurship. Subject chairman's approval of the proposed internship, a member of the organization in which the internship is being taken may also be added to the committee.
- Obtain approval to the internship from his/her advisor.
- Identify and obtain all needed resources for the internship.
- Initiate, complete, and insure required documentation has been completed and filled with the Economics and Finance office.

- Secure approval from prospective employer, as notification of his/her willingness to participate in the COBE internship program.
- The student intern is expected to abide by all rules, regulations and policies set forth by employer for his/her regular employees.
- The student intern will report to work as per the schedule set forth by his/her immediate supervisor. Days off and holidays from work will be determined by the employer and not by the university's academic schedule.
- The student intern should inform the Economics and Finance Chair of work problems, work situations or occurrences, which could jeopardize the employer, the intern, or the internship.
- The student intern must notify the Economics and Finance Chair of any plans to terminate or discontinue his/her participation in an internship.
- Prior to the end of the internship the student intern must submit a report, regarding his/her internship experience, to the Economics and Finance Chair.

Employer Responsibilities:

- The employer will establish a structured training schedule for the internship period and outline the duties to be performed by the intern.
- The employer will determine the length of the internship(s) (minimum of 13 weeks for full semester and 10 weeks minimum for summer internships).
- The employer will determine whether the internship is paid or unpaid. The preference is that the internship be paid to offset the intern's travel expenses and other internship related expenses.
- Prior to beginning an internship the intern will be given an orientation by the intern's immediate supervisor or a designated employee of the agency or firm, it should include the job description, duties, the work schedule, firm or agency work related policies/procedures, safety training, etc.
- The duties assigned to the intern should be of such nature that they will provide a meaningful learning experience in the intern's major area of study.

- It is recommended that the intern be given the same opportunity as other employees to attend work related training being provided at the agency's or firm's site.
- The employer should not differentiate between the intern and the regular employees.

Economics and Finance Chair Internship Responsibilities:

- Counsel student concerning the internship and employment opportunities.
- Advise student concerning documentation which has to be completed and filed with Economics and Finance office.
- Obtain from the prospective intern's employer a job description or list of tasks with the student will be performing.
- Either make periodic visits to the student intern's work site or meet with intern's employer/supervisor and the student intern, whichever is feasible.
- Periodic meeting will be held with students participating in the internship program, either in group or individually.

COBE Faculty Advisor Responsibilities:

- Advise the student on acceptability of the internship proposal.
- Assist the student during the course of the internship – including counseling and guidance as requested by the intern or Chair and instruction/feedback that may enhance the value of the internship opportunity for the student.

SCHEDULE OF ACTIONS AND APPROVALS

- Students must decide on undertaking an internship and identify employment opportunities several weeks prior to the beginning of the semester in which the internship will be undertaken.
- The internship proposal should be submitted sufficiently in advance of registration to allow a reasonable timeframe for committee members to review the

internship proposal, to recommend modifications and obtain the required administrative approvals.

- Internship proposals submitted for review and the necessary approvals obtained before registration for the internship occurs.
- The Internship Proposal Form must include:
 1. Prospective Intern's Name, SSN/SID
 2. Internship Course Number
 3. Agency's/Firm's Name and Physical Address
 4. Immediate Supervisor (Name, Title , and Phone Number)
 5. Period of Internship (Beginning and Ending Dates)
 6. Internship Activities/ Skills to be Acquired, Goals and Objectives
 7. List of Activities which will be documented
 8. Obtain Necessary Approval Signatures
- The student will be expected to adhere to the schedule agreed in the internship proposal. Any deviations must be covered in progress reports filed with the committee y the student intern throughout the course of the internship.

OUTCOME

The outcome of an internship is the report on the management experience submitted to the committee at the conclusion of the employment period. It will cover the following areas at a minimum.

- A thorough, full description of the work experience, including exploration of the line management relationship of the major figures, both superior and subordinate, in the students assigned role; the management styles and techniques used by the students manager on both the student and on other over whom tat manager had line authority; and the management styles and techniques used by the student on those employees over whom the student had management responsibility.
- A thoughtful and thorough reflection on the effectiveness of the management styles and techniques used by the student's superior, in terms of both task and completion by those subordinates and of those subordinates' satisfaction and growth.

- A thoughtful and thorough reflection on the effectiveness of the students own management styles and techniques, in terms of the productivity, satisfaction and growth of the students' subordinates (if applicable).
- A description of what was learned about management from the internship experience, specifically related to what had been learned about management from courses completed prior to undertaking the internship.