Employer Form for Internships
Department of Marketing
Middle Tennessee State University

Organization Name: ____________________________

Contact Person: ____________________ Title: __________________

Address: ____________________________________________
Street City State Zip

Phone: ___________ E-Mail: __________________

Intern’s Name: _______________________________________

Please attach to this form:
JOB DESCRIPTION that includes specific job duties and activities

Internship Data

Job Title ____________________________

Job Location ____________________________

Compensation ____________________________

Job Period
(Fall, Spring, Summer)

Special Requirements
(language, computer skills, etc.)

Brief Description of Company ____________________________________________

I agree to:

1. Provide the intern and the Internship Coordinator with a complete, accurate
description of the duties and responsibilities associated with the internship prior to
employment.

2. Supply an evaluation of the student’s performance at the end of the internship.

3. Inform the Department of Marketing Internship Coordinator of the student’s failure
to make himself/herself available to offered experiences or failure to respect the
employer’s policies.

Supervisor’s Signature: ____________________________ Date: __________________

Internship Coordinator: Laura Buckner, MTSU Box 40, Murfreesboro, TN 37132
(615) 898-2370
laura.buckner@mtsu.edu
LEARNING AGREEMENT

<table>
<thead>
<tr>
<th>Student Name</th>
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<tr>
<td>Student Cell</td>
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<tr>
<td>Major</td>
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<tr>
<td>Term Year</td>
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<tr>
<td>Student Address</td>
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<td>Student Email</td>
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<td>Name of Supervisor</td>
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<td>Title</td>
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<td>Supervisor Email</td>
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<td>Supervisor Phone #</td>
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Is your supervisor related to you in any way (parent, sibling, in-law, etc)?

Yes___ No___
(If so, the MTSU Instructor will contact you for more information)

| Sponsoring Company/Organization |                     |
| Company Address                |                     |
| Expected Hours to be Worked    | Hourly Pay Rate     |

The internship begins with a list of learning objectives. To the degree possible, these objectives should be specific, measurable, and realistic. They should also reflect what activities the student will do during the internship. Objectives should relate to curriculum goals and be judged worthy and appropriate by the student’s department chair.

<table>
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<tr>
<th>OBJECTIVES</th>
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The student acknowledges that he/she is working under a site supervisor, deriving educational benefit from the experience, and is receiving course credit; moreover, he/she is not guaranteed employment upon conclusion of the internship/co-op experience. Please initial: __________

Signature: __________________________ Date: __________________________
(Sponsoring Organization)

Signature: __________________________ Date: __________________________
(Student)

Signature: __________________________ Date: __________________________
(Department Chair at Student’s Institution)