

Tabor School of Business Internship Contract

THE FOLLOWING MUST BE INCLUDED WITH THIS CONTRACT.

- Your internship job description from the organization.
- At least 3 personal learning goals for this internship.

Today's Date: _____

Term: FA SP SU WI 20 _____

STUDENT INFORMATION:

Student Name _____ Student ID _____

Student Address _____ City/State/Zip _____

Cell Phone Number _____ Email _____

Major _____ Year: SO JR SR GRAD Current GPA _____

INTERNSHIP SITE INFORMATION:

Name of Company/Organization _____

Site Supervisor Name _____ Title _____

Address _____ City/State/Zip _____

Telephone _____ Email _____

Rate of Pay _____

INTERNSHIP COURSE INFORMATION:

Registering for an internship may have financial implications if the credits put you into overload or the internship is taking place during an immersion term. Please contact Student Financial Services with any questions or concerns about your account.

Course Number _____ Number of Course Credits _____

Hours per week _____ Begin Date _____ End Date _____

Millikin Instructor Name _____ Phone _____

(Tabor Internship Coordinator or a Tabor faculty member if the Coordinator is unavailable.)

SIGNATURES FOR APPROVAL *(Obtain signatures in order.)*

1) Student

2) Internship Site Supervisor

3) Tabor Internship Coordinator

For international students only:

2.5) Director, Center for International Education (UC 126)

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Tabor Internship Coordinator: taborinternships@millikin.edu

CONTRACTS ARE DUE TO THE TABOR INTERNSHIP COORDINATOR BY THE FINAL ADD/DROP DAY OF SELECTED TERM.

FOR COORDINATOR USE ONLY

DATE

Learning goals received _____

Job description received _____

Internship approved _____

Tabor Internship Course Information

Major	Internship Course #	Pre-requisite(s)
Accounting	AC471	AC251 Intermediate Accounting I
Agribusiness	AG471	AG200 Ag Economics I
Business Communication	CO370 or CO480 or MK471	None MK200 Principles of Marketing
Communication	CO370 or CO480	Junior standing Senior standing
Cybersecurity	IS471	IS240 Foundations of Information Systems
Digital Marketing	MK471	MK200 Principles of Marketing
Entrepreneurship	ET471	ET340 Foundations of Entrepreneurship
Finance	FI471	FI340 Introduction to Financial Management
International Business	IB471	IB330 International Business
Management	MG471	MG300 Organizational Behavior and Change AND [MG340 Human Resources for Managers OR MG370 Operations Management]
Management Information Systems	IS471	IS240 Foundations of Information Systems