Document Packet for Host Firm Supervisor
BUSINESS INTERN DUTIES and WORK SCHEDULE: BADM 450

To be completed by Host Supervisor and Student (and returned by Student after the first meeting)

Intern_________________________________________Major ___________CWID # _______________
Intern Phone_______________Intern Email Address ______________________________
Host Firm_________________________Firm Address __________________________________
Host Firm Supervisor Name and Title ______________________________________________
Host Phone____________________Host Email Address_______________________________

Citadel Supervisor: Duvall Herlocker phone 843 953-6450, fax 843 953-6764 email: duvall.herlocker@citadel.edu

The PRIMARY DUTIES to be performed by this Intern are:

1. _________________________________________________________________

2. _________________________________________________________________

3. _________________________________________________________________

4. _________________________________________________________________

5. _________________________________________________________________

WORK SCHEDULE: Mon. ________________________ Wed. ________________________
Tues. ________________________ Thurs. ________________________
Fri. ________________________ (No Fri. hours allowed after 1500 in Fall or Spring)

We have reviewed the proposed Intern duties and schedule and find them acceptable. We have read the Business Internship Guidelines and we understand what is expected of Intern, Host Supervisor, and School Supervisor. We will each retain a copy of this form and we will contact each other promptly with questions and comments, as needed, to verify a productive internship experience for both Intern and Host.

Signed:  INTERNSIGNATURE_________________________DATE ________________
HOST SUPERVISOR_________________________DATE ________________
CITADEL SUPERVISOR_________________________DATE ________________

Thank You

Revised 08/03/16
Thank you for your interest in hosting a Citadel student as a Business Intern in your firm. Your help in training future business leaders is greatly appreciated.

Attached please find a copy of the Business Internship Guidelines given to each intern. Please review these guidelines and retain for reference as to the requirements the student must meet to receive credit.

The student must build a minimum of 90 hours of relevant business experience, typically working two afternoons per week (Mon./Wed. or Tues./Thurs.) for a semester (in Fall or Spring), with Summer scheduling more flexible.

We ask that you challenge the student to learn while with your organization, providing an experience that is rigorous and intellectually demanding. The student should learn as much as possible regarding the application of a wide variety of business skills while assisting your firm.

To verify that the intern duties will justify college credit, please list the proposed duties for the intern on the attached form, BUSINESS INTERN DUTIES and WORK SCHEDULE, and provide the other information requested. The student is to return this form to the school after the first meeting with the host. When approved, this list becomes the core of expectations regarding the student's experiences. Please contact me with any related questions or concerns.

An EVALUATION FORM is also attached. Would you please complete this form on the student's last day of work, and fax to 843-953-6764 or email to duvall.herlocker@citadel.edu?

If at any time during the semester you have any questions, comments, or concerns regarding the performance or responsibilities of your intern, please contact me at 843-953-6450 or via email at duvall.herlocker@citadel.edu

We want you to benefit from this relationship and we appreciate your suggestions for improvement.

Many thanks.

Best Regards,

Duvall Herlocker

Duvall Herlocker
Internship Coordinator & Undergraduate Academic Advisor
The Citadel School of Business
BUSINESS INTERN EVALUATION FORM
For use by Host Supervisor

Please complete on Intern’s last work day and fax to 843-953-6764 or email to duvall.herlocker@citadel.edu

INTERN__________________________________________________________HOST

SUPERVISOR_______________________________________________________________

FIRM______________________________________________________________

1. **Overall Performance:** How would you rate the overall performance of the Intern?
   - Poor 1 2 3 4 5 Excellent

2. **Duties:** Did the predetermined list of Intern duties accurately reflect his/her actual duties? Yes No
   Please comment if needed.

3. **Intern Strengths:** What did you observe as the Intern's greatest strengths?

4. **Intern Areas for Improvement:** What did you observe as the Intern's areas for needed improvement?

5. **Grade:** What grade would you assign this Intern’s performance, all factors considered?
   - A B C D F

6. **Internship Program:** Please offer any suggestions for improving our internship program.

7. **Other Interns:** Are you interested in hosting additional Citadel Business Interns? Yes No
   If yes, for which semesters? Fall Spring Summer

Thank you

Revised 08/03/16