

TO: Business Intern Host Supervisor
FROM: Shawn Swartwood
SUBJECT: Baker School of Business
Interns

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 120 hours of relevant business experience, typically working two to three 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 will justify college credit, please list the proposed duties, information and work schedule for the intern on the attached form, The Citadel Baker School of Business Internship Agreement Form, and provide any 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.

A Host Evaluation Form is also attached. Would you please complete this form on or before the student's last day of work, and email to sswartwo@citadel.edu or fax to 843-953-6764.

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) 953-6968 or via email at sswartwo@citadel.edu.

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

Many thanks.

Best Regards,

Shawn Swartwood

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BUSINESS INTERN EVALUATION FORM

For use by Host Supervisor

Please complete on or before the Intern's last workday and email to sswartwo@citadel.edu or fax to 843-953-6764.

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 improvements?

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