BUS 491: Student Agreement Form

a. Course and Workplace Expectations

I understand that the registration process for BUS 491 section 730 is the same as other courses (tuition and fees are required). Students are required to have full internet access to participate in the online course content through D2L. Students must check the website each week and no extensions are provided for assignments. Earning credit for BUS 491 section 730 is determined not merely by the required internship hours, but by completion of D2L course content as specified in the syllabus.

I understand that I am required to work the hours per week as stated on my training agreement for a minimum total of 135 hours for the duration of the semester (average of 9 hours per week for 15 weeks) for the purpose of acquiring sufficient experience to provide meaningful reflection, participation, and value to the course material for BUS 491. I am not permitted to quit internships early if the minimum hours have been met; I must continue the internship for the length of time specified on the training agreement form. Hours acquired before the start of the semester and/or after the start of the semester will not be counted as part of the 135 minimum hours required. Any change in hours per week or total hours should be discussed with internship supervisor and the internship coordinator should be notified.

_____Student's Initial's: I have read and understand the terms of section A

b. Internship/workplace verification

I understand that the Eli Broad College of Business must be able to authenticate my internship workplace and must be able to do so within one month following the start of my internship. I am also willing to submit materials to verify the authenticity of my internship. Students are expected to participate in their internship for the duration of the dates indicated in application form. If the Broad College of Business is unable to verify the authenticity of my internship and/or if I fail to show up to internship workplace or are terminated from internship, students will either be 1.) Withdrawn from BUS 491 (no refund is permitted if dropped beyond the refund deadline) or 2.) Receive a 0.0 in the course.

_____Student's Initial's: I have read and understand the terms of section B

C. Internship/Workplace Conduct

I adhere to workplace rules and policies (ie: dress code, absences/tardiness, business confidentiality). I understand that if I am terminated or quit from my internship/company I will not earn credit in BUS 491. The internship coordinator will be unable to intervene on my behalf if termination is due to violation of company policy/rules.

_____Student's Initial's: I have read and understand the terms of section C

D. Work Place Supervisor

I understand that my internship supervisor is not an undergraduate student at Michigan State University or any other institution. And I acknowledge that, for reasons of objectivity, my supervisor may not be and is not a friend of family member. I also authorize that I have completed the Student and Supervisor Training Agreement and both parties agree on the duration of employment, scheduled hours, and 5 Learning Goals.

_____Student's Initial's: I have read and understand the terms of section D

Student Status Information

If you are participating in a full-time internship (at least 36 hours per week) and indicate 'yes' to either of the questions posted below, you will be coded 'full time enrolled' per the Registrar's Office.

_____Are you receiving financial aid and need to be enrolled full time? (indicate yes or no)

_____Are you an international student and need to be enrolled full time? (indicate yes or no)

Student's Printed Name

Student's Signature