

Employer Application for Internship



Internships are an integral part of the UCCS College of Business education. These experiential learning opportunities help students gain valuable practical experience to complement their academic foundation.

As of June 6, 2019

Firm/Organization name:

Supervisor title & name:

Supervisor Phone Number:

Fax Number (optional):

Name of student who will be interning:

My firm will be participating in the UCCS College of Business Internship Program for (select semester):

Fall Spring Summer

Year (YYYY):

Start Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

Hours Per Week:

The internship will be (select one):

Paid Unpaid

Internship rate of pay, if applicable (hourly rate, commission, stipend, etc.):

Internship Program Employer Expectations

Firms interested in participating in the internship program agree to the following requirements as set forth by the College of Business Career Development Center. All references to the Career Development Center refers to the unit within the College of Business and not the career center of the entire campus.

1. Participating firms will employ students in good faith: i.e., they will expect students to perform all employee functions in the same professional capacity as would be expected of a new college hire.
2. The College of Business suggests that the business compensate students at a competitive level, to include overtime compensation, if appropriate. Because these positions are temporary, fringe benefits typically would not accrue to the student. In accordance with Colorado state law, if an intern is paid for work performed, the employing firm takes on the responsibility for completing standard employment documents, such as FICA, withholding taxes, W2 form, workers' compensation, and general liability. In the event of an unpaid internship, employers are required to follow the Internal Revenue Service's rules regarding unpaid internships. IRS Rules for unpaid internships: <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
3. The employer will furnish the College of Business Career Development Center with a written job description upon the student's entrance into the program, or a listing of the functions to be performed by the student. The job description should provide enough detail so that the student, the employer, the Career Development Center, and the advising faculty member clearly understand the duties, responsibilities, and requirements for successful completion of the internship.
4. The intern may not participate in work that is related to illegal substances, including the marijuana industry. This includes, but may not be limited to, direct contact with product, the providing of goods or services for such products, the reconciliation of finances of such products, merchandising, marketing, accounting/bookkeeping, production, distribution/sales, nor any other function where illegal substances or marijuana products would be part of the intern's responsibilities.
5. The intern's supervisor will send the College of Business Career Development Center a written evaluation of the quality of the student's performance, including a listing of functions performed, hours worked per week, and notice of whether this evaluation has been discussed with the student. (A standardized form used by the firm for such evaluations will be acceptable).
6. Because the internship is a learning experience for the student, the employer should make every attempt to expose the student to as many business activities, policies, and procedures as possible. We ask that supervisors take the time to explain management practices and operating policies and procedures as necessary to ensure that the student understands the intricacies of the position, the business, and the organization.
7. Firms interested in hiring an intern may arrange with the College of Business Career Development Center to interview interested students (either on campus or through office visits) to select an appropriate student, and to make an offer of employment.
8. The employer must allow an opportunity for a visit from the College of Business Career Development Center staff or advising faculty.
9. If the student has gained experience that qualifies for the requirements of professional examinations (such as the Uniform CPA Examination), the employer should give the appropriate documentation to both the student and the College of Business Career Development Center.
10. The employer is expected to adhere to the high level of ethical business standards held within UCCS and the College of Business.

My firm understands the student has elected to attempt the internship for credit. My firm will make every effort to accommodate the hours needed. In order for the student to receive credit, they must work a minimum of 50 hours (1 credit), 100 hours (2 credits), or 150 hours (3 credits) to complete the internship, depending on the number of credit hours the student has requested. Please speak to the intern on this matter.

Internship Ethics Agreement

The purpose of the Daniels Fund Ethics Initiative at UCCS is to instill ethical principles into the personal and organizational decision-making process of every member of the University of Colorado Colorado Springs community. This integrative learning environment will create leaders with integrity, capable of responsible global business management and conscious of the accountability inherent in corporate governance. The student and employer are expected to adhere to the high level of ethical business standards held within UCCS and the College of Business.

Initiative activities focus on the following principles:

1. *Integrity* - Act with honesty in all situations
2. *Trust* - Build trust in all stakeholder relationships
3. *Accountability* - Accept responsibility for all decisions
4. *Transparency* - Maintain open and truthful communications
5. *Fairness* - Engage in fair competition and create equitable and just relationships
6. *Respect* - Honor the rights, freedoms, views and property of others
7. *Rule of Law* - Comply with the spirit and intent of laws and regulations
8. *Viability* - Create long-term value for all relevant stakeholders

As a student or employer in an internship, I understand and agree to the following:

I will adhere to, and abide by, all University of Colorado Colorado Springs policies and procedures, and all revisions.

I understand that UCCS has final authority on the interpretation and application of the UCCS policies and procedures.

I will notify the College of Business Career Development Center immediately if there are any changes in the job duties or compensation of the assigned internship.

I will notify the College of Business Career Development Center immediately if, in my opinion, the internship subjects me to unhealthy or unsafe conditions or illegal behavior or activities, including fraud, or safety code violations. I agree to report any allegations of protected class discrimination or harassment to the UCCS Office of Institutional Equity.

I will conform to the professional standards of the internship and will employ high standards of ethical behavior at all times during the internship.

I will refrain from corruption, unfair competition, or business practices harmful to society.

Certification

I understand, acknowledge, and agree that in the event I violate any of the above provisions, or any University of Colorado Colorado Springs policies or procedure, I and/or my student may be subject to the following sanctions: loss of academic credit for the internship, and/or loss of eligibility to participate in future internships. I have reviewed the Employer Expectations and Internship Ethics Agreement outlined above. My firm understands the obligation of employers participating in the UCCS College of Business Internship Program and are willing to abide by these terms.

Employer Signature: _____

Date: _____