



APPENDIX – B

**Black Hills State University | School of Business
STUDENT INTERNSHIP – EMPLOYER AGREEMENT**

_____ agrees to participate in the BHSU
(Name of Business/Organization)
internship program by accepting _____ as an intern starting
(Student Name)
from _____ and ending on _____
(Start Date) *(End Date)*

Specific responsibilities, duties, and compensation have been negotiated between the parties involved and are detailed below. It is understood that these duties and responsibilities will be monitored throughout the internship experience by the Intern, the Site Supervisor, and the BHSU Internship Coordinator. All parties will participate in the evaluation process through scheduled contacts and written materials.

JOB DESCRIPTION *(add attachment if necessary):*

DUTIES AND TASKS TO BE ASSIGNED:

List the specific duties & tasks the intern will be assigned & responsible for during the internship period. Please be as specific & detailed as possible, as the number & variety of entries will determine the number of credit hours to be awarded & serve as the basis for the student performance objectives.

	Job Duties and Responsibilities	Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



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TERMS AND CONDITIONS OF EMPLOYMENT:

Schedule Hours

Day	Clock-In	Clock Out
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Will Compensation be allotted? YES NO

Terms of Compensation (*add attachment if necessary*):

Compensation in accordance with state and federal employment guidelines should be adhered to. See the U.S. Department Fact Sheet:

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

SIGNATURES

Completion of this form will enable the student to be considered for the proposed internship. Upon obtaining the signatures and information below, the student is to return this Employer Agreement to the Black Hills State University College of Business Internship Coordinator for review. Upon approved, a copy of the signed Agreement will be mailed or emailed to the participating employer. If the internship is not approved, the employer will be notified.

Student Sign

Date

Internship Supervisor Sign

Date

Internship Approved

Yes No

Internship Coordinator Sign