

SY SYMS SCHOOL OF BUSINESS – INTERNSHIP FOR CREDIT

INTERNSHIP PROPOSAL

TO BE FILLED OUT BY INTERNSHIP SUPERVISOR. UPON COMPLETION PLEASE EMAIL TO SYMSINTERNSHIP@YU.EDU

Student/Intern Name _____ I.D. # _____

Name of Supervisor: _____ Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Specific internship responsibilities (additional sheets may be attached if necessary):

Must the student receive credit to participate in the business internship? [] YES [] NO
May Yeshiva University use a photo/image of the intern with the company name or logo for the University website or social media platform? [] YES [] NO

Criteria for an Experience to Be Defined as an Internship

To ensure that an experience is educational, and thus eligible to be considered a legitimate internship according to the definitions of NACE (National Association of Colleges and Employers), all the following criteria must be met:

- 1. The experience **must be an extension of the classroom**: a learning experience that provides for the application of knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- 2. The **skills or knowledge learned must be transferable** to other employment settings.
- 3. The experience **has a defined beginning and end** and a **job description with desired qualifications**.
- 4. There are **clearly defined learning objectives/goals** related to the professional goals of the student's academic coursework.
- 5. There is **supervision by a professional** with expertise and educational and/or professional background in the field of the experience.
- 6. There is **routine feedback** by the experienced supervisor.
- 7. There are **resources, equipment, and facilities** provided by the host employer that support learning objectives/goals.

See http://www.naceweb.org/connections/advocacy/internship_position_paper/ for more details.

I affirm that this internship satisfies the above conditions and that I am willing to work with the above named student/intern during the internship period and that I will provide an evaluation of his or her performance at the end of the term. **I understand that the student will be required to write a paper at the end of the internship detailing his/her work with this organization.**

Internship Supervisor Signature: _____ Date: _____
Signature required

(DO NOT WRITE BELOW THIS LINE. FOR OFFICIAL USE ONLY)

Telephone Verification: Date _____ Initials _____