

MGT DEPT INTERNSHIP STUDENT LEARNING AGREEMENT

Management 5880

- A. I understand my receipt of academic credit for the Management Department Internship Course is based on my ability to document *university-level* learning in a workplace through the weekly assignments.
- B. I will upload my assignments in *UCareerLink* weekly. If I encounter issues uploading documents, I will contact my counselor to set up an alternate means of submission. (I will check periodically with my counselor to verify that my assignments are being received.)
- C. Submitted assignments will be correctly spelled, with good grammar and organization. My counselor must approve in advance any late assignments or syllabus changes.
- D. I will upload assignments in *UCareerLink* at <http://careers.utah.edu> -and- keep copies of all assignments and understand that it is my responsibility to keep them until my credit appears on the University of Utah academic records.
- E. I must satisfactorily complete *all* assignments and meetings by the completion date. They *must meet final approval of my Undergraduate Career Management Center counselor and the Management faculty advisor* in order to receive credit. Credit is not assured just because I register for this class.
- F. I will not receive (nor will I register for) credit for this internship from other sources (e.g., other academic programs) for this same work. If for any reason I leave my position or am terminated for any reason before the end of my internship, I will notify my career counselor immediately to make necessary arrangements.
- G. I understand that Management 5880 is a three-credit elective class with a letter grade to be given by the faculty advisor.
- H. I will give honest representation of the work I am doing and will abide by the University of Utah “Code of Student Rights and Responsibilities” in conducting myself on this internship. I understand I represent the University of Utah in my workplace and my behavior may affect future students with this employer.
- I. Agreed due date for completion of my internship: ____/____/_____

Student Signature

Date

Undergraduate Career Management Center Counselor

Date

Management Faculty Advisor Signature

Date