

Dear Employer,

We extend our thanks to you for participating with your University of Utah student employee/intern in the University of Utah Management Department Internship Course.

The student you have hired has applied to set up the work experience as an internship for academic elective credit in the Management Department of the David Eccles School of Business. In order for your student to receive credit, they will need your assistance with the internship requirements listed below. We've carefully designed these requirements so they don't burden you. In addition, your student will submit a series of weekly assignments to the Undergraduate Career Management Center career counselor.

1. Before a student is able to officially register for the internship credit, he/she needs to turn in an official job description (on company letterhead or identifiable as having been developed with the employer). The job description should outline the student's responsibilities.
2. Also before obtaining approval for joining the course, students must formulate four learning objectives that they will strive to accomplish within 14 weeks (the program's duration). We urge students to collaborate with their employer in formulating these four projects or task-oriented goals. The objectives need only be one sentence each, but they should be specific, challenging, achievable, and measurable.
3. After your employee has met with his/her career counselor and discussed the proposed four learning objectives, you will need to review and approve by signature a final version of the objectives.
4. Please complete the one-page Midterm Employer Evaluation form that you will receive from your employee halfway through the internship and discuss your comments with them.
5. Please complete the one-page Final Employer Evaluation form that they will give you toward the end of the internship and allow time for discussion.

In addition, it is our hope that you will continually communicate your expectations to our student. Introduce him/her to the "corporate culture" of your workplace, discussing any appropriate topics such as dress code, expected hours to be worked, organizational mission, management style, or potential career paths.

Thank you and if you have any questions or concerns about this Management Department Internship Program, please don't hesitate to contact me at 801/585-5061. And please let us know if you would like us to post any internship, part-time job, or career job opportunities in the future!

Sincerely,

Dana Sowby  
UCMC Director

**UNDERGRADUATE CAREER MANAGEMENT CENTER**

David Eccles School of Business  
1655 East Campus Center Drive, Salt Lake City, UT 84112  
801-587-8687, [ucmc@business.utah.edu](mailto:ucmc@business.utah.edu)