

To: **Future business interns.**

From: Henry L. Carbone, Business Internship Coordinator

Subject: Planning your internship.

1. Your internship must be approved and registered two weeks before the semester you plan to take your internship.
2. Internships are either paid or unpaid.
3. Your internships in most cases should be in your business major field of study.
4. Contact me at [carbone@maine.edu](mailto:carbone@maine.edu) to set up an appointment to discuss and/or plan your internship.
5. The internship should in most cases be completed in the Junior or Senior year.
6. The internship is available in either 8 credit hours, or 12 credit hours. Another option is to take 6 credits in each of two semesters for a total of 12 credits.
7. A written report is required at the end of the internship and a grading rubric is provided for your information.
8. A grading rubric will be provided at the inception of the internship.

Thank you for your time. Please make sure you get help well in advance of the time for starting your internship.

Henry L. Carbone  
Business Internship Coordinator

## **University of Maine at Fort Kent**

### **Guide for BUSINESS INTERNSHIP Student (BUS 397)**

The following pages provide an overview of the Business Internship at the University of Maine at Fort Kent, which can serve as a guide for all participants.

#### **How to contact us:**

Henry Carbone Coordinator of the  
Business Internship Program

-Telephone: (207) 834-3988  
- E-mail: [carbone@maine.edu](mailto:carbone@maine.edu)

Roger Roy, Chair of the Business  
Program

-Telephone: (207) 834-7564  
-E-mail: [rogerroy@maine.edu](mailto:rogerroy@maine.edu)

The following is the procedure to be followed in establishing the Business Internship:

- a) An internship is arranged so both student, mentor faculty, and internship sponsor (hereafter referred to as the employer) understand what is expected of each party and what the student is expected to accomplish during the internship.
- b) Anticipated student internship activities and levels of performance during the internship will form the basis of an internship contract between the student, internship sponsor, and the University of Maine at Fort Kent.
- c) The goals that the student needs to achieve will be documented prior to the start of the internship, and be consistent with the aforementioned contract.
- d) The coordinator of the internships will meet regularly with the student and the employer to monitor progress toward accomplishing the goals of the internship.
- e) Assessments will be made periodically (at least twice during the internship) by the coordinator with input from the employer.
- f) The student's internship grade will be based on a rubric established before the internship begins. (Appendix C)

The procedure for an internship will involve the following:

- 1) A student will complete a detailed application for an internship. (See Appendix A)
- 2) A primary faculty member will be chosen by the student.
- 3) A suitable secondary faculty member will be chosen by the primary faculty member.
- 4) Details of the internship including duties and assessment will be developed by either the coordinator or primary faculty member, and they, in conjunction with the secondary faculty member, will approve the internship and submit paperwork to registrar's office.
- 5) Both full-time faculty members will meet with the coordinator to determine a grade for the internship.

### **Role of the Mentor**

The Mentor guides and facilitates an intern's professional growth. Professional and personal values, beliefs, attitudes, and communication techniques are formulated and acquired by an intern by watching and listening to a professional in action.

The Mentor includes the intern in all phases of planning, implementing and evaluating the interns learning. The Mentor evaluates the intern in three ways:

- 1) through informal discussion,
- 2) formal written observations,
- 3) and mid-session/final summative evaluations.

Written evaluations are presented to the intern weekly using observation forms provided. (Appendix B) These observations should reflect the intern's strengths and weaknesses as well as professional growth. At least twice during the internship the coordinator, the employer and the student intern will meet and prepare a collaborative report on the intern's progress.

It is important to encourage the intern after the orientation period to following the procedure developed by the business in which the intern is working but to also allow the intern to draw on his/her background of textbook knowledge to apply to the business situation being confronted.

The mentor, sponsor, employer should encourage the intern whenever possible to learn as much about the company history and philosophy as possible during the time that the intern is employed.

UNIVERSITY OF MAINE AT FORT KENT  
 DIVISION OF NATURAL AND BEHAVIORAL SCIENCES  
 BUS 397 – BUSINESS INTERNSHIP  
 INTERNSHIP PROPOSAL

<b>STUDENT'S NAME:</b>		<b>DATE:</b>	<b>FOR SEMESTER:</b>
<b>CURRENT GPA:</b>	<b># CREDITS EARNED AT UMFK:</b>	<b># CREDITS REQUESTED:</b>	
<b>EMPLOYER'S NAME:</b>		<b>LOCATION OF EMPLOYMENT:</b>	
<b>EMPLOYMENT PERIOD:</b>			
FROM: _____		TO: _____	
<b>SUPERIVOR'S NAME:</b>		<b>POSITION:</b>	
_____		_____	
_____		_____	

**STUDENT RESUME, STUDENT GOALS AND OBJECTIVES, AND JOB DESCRIPTION MUST ACCOMPANY THIS REQUEST:**

<b>FACULTY LIAISON'S SIGNATURE:</b>	<b>DATE:</b>
<b>STUDENT'S SIGNATURE:</b>	<b>DATE:</b>
<p><b>(ALL STUDENTS MUST SUBMIT A REPORT THAT WILL BE EVALUATED BY THE ON-THE-JOB-SUPERVISOR, AND FACULTY LIAISON PERSON.)</b></p> <p>HLC 11/09/09</p>	

UNIVERSITY OF MAINE AT FORT KENT  
DIVISION OF NATURAL AND BEHAVIORAL SCIENCES  
BUS 397 – BUSINESS INTERNSHIP

NARRATIVE DESCRIPTION OF PROPOSED INTERNSHIP PROJECTS WITH DEMONSTRATED RELEVANCY TO THE APPLICANT'S DEGREE PROGRAM AT UMFK

STUDENT'S NAME:	DATE:	FOR SEMESTER:
NARRATIVE DESCRIPTION: ATTACH NARRATIVE HERE:		

UNIVERSITY OF MAINE AT FORT KENT  
DIVISION OF NATURAL AND BEHAVIORAL SCIENCES  
BUS 397 – BUSINESS INTERNSHIP  
JOB DESCRIPTION

**EMPLOYER INFORMATION:**

<b>NAME OF FIRM:</b>	<b>AGENCY:</b>
<b>ADDRESS:</b>	
_____	
<b>STREET</b>	
_____	
( )	
_____	
<b>CITY/TOWN</b>	<b>STATE    ZIP CODE    TELEPHONE</b>

**JOB INFORMATION:**

<b>JOB TITLE AND DESCRIPTION:</b>	
<b>PAY AND FRINGE BENEFITS (IF ANY):</b>	
<b>STARTING AND ENDING DATE OF JOB:</b>	
<b>DAY/NIGHT EMPLOYMENT:</b>	<b>APPROXIMATE # OF HOURS PER WEEK:</b>

UNIVERSITY OF MAINE AT FORT KENT  
DIVISION OF NATURAL AND BEHAVIORAL SCIENCES  
BUS 397 – BUSINESS INTERNSHIP  
RESUME

PERSONAL INFORMATION:

**ATTACH RESUME HERE: STUDENT'S NAME:**

**DATE:**

**PAID INTERNSHIP AGREEMENT - COOPERATIVE EDUCATION**

**UNIVERSITY OF MAINE AT FORT KENT**

**And**

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**(Employer)**

This Agreement made and effective this \_\_\_\_\_ day of \_\_\_\_\_ by and between \_\_\_\_\_ (Employer) and UNIVERSITY OF MAINE SYSTEM, acting through UNIVERSITY OF MAINE AT FORT KENT (University), shall be for the purpose of establishing a cooperative education experience in the form of an internship within the educational program.

The University offers a program leading to a bachelor of science in business management. Within the business management program, seven specialties are available: accounting, corporate finance, financial services, electronic business, human resources management, marketing, and small business management. These programs offer students an opportunity to gain practical experience in a specialized area of business management.

This Agreement applies to the business management program.

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants contained herein, the parties hereto agree as follows:

1. THE EMPLOYER AGREES TO:
  - a. Plan cooperatively with University faculty so that the students' practical experiences are designed to achieve those educational purposes as determined by the faculty.
  - b. Comply with all regulations and laws including those affecting health and safety.
  - c. Assume responsibility for the orientation of the students and faculty to rules, regulations, policies and procedures of the Employer insofar as they pertain to the activities of the students while participating in the Program.
  - d. Provide for the ongoing coordination of the students' learning experiences for the Employer through the person of the Coordinator of Internships or his/her designee.
  - e. Allow the University to list the Employer in its catalogs, student recruitment efforts, etc.
  - f. Provide initial emergency care, if available, for students who are injured or become ill while on duty in an assignment for the Employer.
  - g. Indemnify and hold the University harmless from any and all claims, actions, lawsuits, judgments and costs, including reasonable attorney's fees, that the University may become liable to pay or defend due to bodily injury or property damage caused by the negligent acts or omissions of the Employer, its directors, trustees, officers, the student employee, its other employees, or agents arising out of or in connection with their participating in the Program with the Employer pursuant to this Agreement.
  - h. The Employer agrees to maintain, and on request to furnish proof of, insurance coverage and limits listed below to protect the Employer and the student and other employees performing work covered by this Agreement:

Commercial General Liability Insurance (written on an occurrence-based form) with minimum coverage of \$1,000,000 per occurrence for bodily injury and property damage; Workers Compensation in compliance with Maine and other applicable law; Automobile Liability (if a vehicle is used by the student in the performance of duties) with minimum coverage of \$1,000,000 per occurrence.

2. THE UNIVERSITY AGREES TO:
  - a. Conduct the Program in accordance with the philosophy and policies of the University, the Employer and other associations affecting this Program.
  - b. Provide for the ongoing coordination of the student's learning experiences for the Employer through the Coordinator of Internships, his/her designee or an on-site faculty member.
  - c. Explain the philosophy and purposes of the Program to the Employer.
  - d. Develop with the Employer an appropriate program that the student is expected to complete. This individualized program will include the goals of the internship and student performance expectations.
  - e. Describe to the Employer the criteria for the selection of practical learning experiences for students.
  - f. Plan and evaluate cooperatively with the Employer the student's learning experiences for the Employer.
  - g. Arrange cooperatively for the orientation of the student to the Employer's facility and encourage in the student appropriate attitudes and relationships in order to engender a cooperative spirit.
  - h. Accord the Employer the right to suspend or terminate the affiliation of any student for reasons of unsatisfactory performance, a medical condition that renders the student unable to perform Program requirements, or other reasonable causes.
  
3. BOTH PARTIES AGREE TO:
  - a. The University and the Employer shall communicate at least once during an internship to discuss issues of mutual concern. On-site visits will be arranged as the situation warrants.
  - b. University faculty shall not be classified as employees of the Employer, and shall not be entitled to any payment from the Employer in the nature of benefits under the Maine Worker's Compensation Act for any accident, illness, occurrence or event occurring in or relating to the Employer and arising out of the Program or for any other purpose.
  - c. At no time shall either party discriminate against students on the grounds of race, color, religion, sex, sexual orientation including transgender status or gender expression, national origin or citizenship status, age, disability, or veteran status.
  - d. Both parties agree to be responsible for their own equipment used in the activities of the Program.
  - e. This Agreement shall be subject to change after discussion and due consideration by both parties with their mutual consent. Any such change must be stated in writing and signed by both parties prior to being enforceable.
  - f. Students participating in work for the Employer under this Agreement shall be regarded for all legal and tax purposes as employees of the Employer during the term of this Agreement and shall receive salary and benefits from the Employer. Employer shall discharge all obligations imposed upon employers under the law including, without limitation, payment of wages, social security taxes, withholding taxes, unemployment taxes and worker's compensation. The students shall not be considered employees of the University for any purpose and shall not be entitled to any retirement benefits, social security benefits, group health or life insurance, vacation or sick leave, worker's compensation, or any other similar benefits from the University. The students shall not receive any compensation directly from the University for their participation in this Program.
  - g. This Agreement may be terminated by the mutual assent of both parties or by either party upon ninety (90) days written notice to the other party. In the event of termination of this Agreement as specified above, the University shall have the right to complete the internship for those students presently enrolled in the Program.

EMPLOYER: \_\_\_\_\_

By: \_\_\_\_\_

*Signature*

\_\_\_\_\_ Date

Name:

Title:

Address:

UNIVERSITY:

By: \_\_\_\_\_  
*Signature*  
Name:  
Title: Coordinator of Internships  
Address: 23 University Drive  
Fort Kent, Maine, 04743

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
*Signature*  
Name:  
Title: Primary Faculty Member  
Address: 23 University Drive  
Fort Kent, Maine, 04743

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
*Signature*  
Name:  
Student:  
Address: 23 University Drive  
Fort Kent, Maine 04743

\_\_\_\_\_  
Date

03/04/08

**UNPAID INTERNSHIP AGREEMENT**  
**UNIVERSITY OF MAINE AT FORT KENT**  
**and**

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**Internship Sponsor Organization**

This Agreement made and effective this (date) \_\_\_\_\_ by and between \_\_\_\_\_ (the Facility), and **UNIVERSITY OF MAINE SYSTEM**, acting through **UNIVERSITY OF MAINE AT FORT KENT** (the University), shall be for the purpose of establishing an internship experience within the educational program.

The University offers a program leading to a bachelor of science in business management. There are seven specialties with the business management program: accounting, corporate finance, financial services, electronic business, human resources management, marketing, and small business management. The business program offers students an opportunity to gain practical experience within a specialized area of business management.

This Agreement applies to the business program.

NOW, THEREFORE, IN CONSIDERATION OF mutual covenants contained therein, the parties hereto agree as follows:

1. THE FACILITY AGREES TO:

- a. Plan cooperatively with University faculty so that the students' practical learning experiences are designed to achieve those educational purposes as determined by the faculty.
- b. Comply with all regulations and laws including those affecting health and safety.
- c. Assume responsibility for the orientation of the students and faculty to rules, regulations, policies and procedures of the Facility insofar as they pertain to the activities of the students while participating in the Program.
- d. Provide for the ongoing coordination of the student's learning experiences at the Facility through the person of the \_\_\_\_\_ or his/her designee.
- e. Allow the University to list the Facility in its catalogs, student recruitment efforts, etc.
- f. Provide initial emergency care, if available, for students who are injured or become ill while on duty in an assignment at the Facility. It is understood that students (or their parents or guardians as the case may be) shall be responsible for their own medical expenses, whether incurred at the Facility or elsewhere.
- g. Indemnify and hold the University harmless from and against any and all claims, actions, lawsuits, judgments and costs, including reasonable attorney's fees, that the University may become liable to pay or defend due to bodily injury or property damage caused by the negligent acts or omissions of the Facility, its employees or agents, or a University student acting at the direction of the Facility, its employees or agents, arising out of or in connection with the Facility's participating in the Program at the Facility pursuant to this agreement.

2. THE UNIVERSITY AGREES TO:

- a. Conduct the Program in accordance with the philosophy and policies of the University, the Facility and other associations affecting this Program.
- b. Provide the ongoing coordination of the students' learning experiences at the Facility through the Coordinator of Internships, his/her designee or an on-site faculty member.
- c. Explain the philosophy and purposes of the Program to the Facility.
- d. Develop with the Facility an appropriate program that the student is expected to complete. The student's program will include the goals of the internship and the performance expectations.
- e. Describe to the Facility the criteria for selection of practical learning experiences for students.
- f. Plan and evaluate cooperatively with the Facility the student's learning experiences at the Facility.
- g. Arrange cooperatively for the orientation of the student to the Facility, and encourage in the student appropriate attitudes and relationships as members of the Facility in order to engender a cooperative spirit.

- h. Accord the Facility the right to suspend or terminate the affiliation of any student for reasons of unsatisfactory performance, a medical condition that renders the student unable to perform Program requirements, or other causes. Any action which may result in suspension or termination will not take effect until a University representative and a Facility representative have discussed the situation and have come to an agreement on the appropriate action to be taken. This does not limit the right of the Facility in its sole discretion on any specific occasion to deny the privilege of participation in the Program at the facility when in the considered opinion of the Facility; it is in the best interest of its business to do so.
- i. Indemnify and hold the Facility harmless from and against any and all claims, actions, lawsuits, judgments and costs, including reasonable attorney's fees, that the Facility may become liable to pay or to defend due to bodily injury or property damage caused by the negligent acts or omissions of the University, its employees or students, except for a University student acting at the direction of the Facility, its employees or agents, arising out of or in connection with the University's participating in the Program at the Facility pursuant to this Agreement, PROVIDED that any liability of the University under this Agreement shall be limited by the provisions and limitations of the Maine Tort Claims Act, 14 M.R.S.A. § 8101, et seq.
- j. The University agrees to maintain, and on request to furnish proof of, commercial general liability insurance in an amount of not less than \$1,000,000 per occurrence, \$3,000,000 in the aggregate, insuring against the negligent acts or omissions of University students or faculty participating in the Program at the Facility pursuant to this Agreement.

3. BOTH PARTIES AGREE:

- a. University and Facility shall communicate at least once during each educational affiliation to discuss issues of mutual concern. On-site visits will be arranged as the situation warrants.
- b. Students and University faculty shall not be classified as employees of the Facility, and shall not be entitled to any payment from the Facility in the nature of benefits under the Maine Worker's Compensation Act for any accident, illness, occurrence or event occurring in or relating to the Facility and arising out of the Program or for any other purpose.
- c. Students shall not receive any compensation from the Facility for their participation in the Program. Nothing in this Agreement shall preclude receipt by the Facility of compensation from any person for any service performed by a student in the Program. It is intended that for all purposes the students shall be students of the University and not employees of the Facility or the University.
- d. At no time shall either party discriminate against students on the grounds of race, color, religion, sex, sexual orientation including transgender status or gender expression, national origin or citizenship status, age disability, or veteran status.
- e. Both parties agree to be responsible for their own equipment used in the activities of the Program.
- f. This Agreement may be terminated by the mutual assent of both parties or by either party upon ninety (90) days written notice to the other party. In the event of termination of this Agreement as specified above, the University shall have the right to complete the internship for those students presently enrolled in the Program.
- g. This Agreement shall be subject to change after discussion and due consideration by both parties with their mutual consent. Any such change must be stated in writing and signed by both parties prior to being enforceable.

FACILITY:

By: \_\_\_\_\_  
*Signature*  
 Name:  
 Title:  
 Address:

\_\_\_\_\_ Date

UNIVERSITY:

By: \_\_\_\_\_  
*Signature*  
Name:  
Title: Coordinator of Internships  
Address: 23 University Drive  
Fort Kent, Maine, 04743

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
*Signature*  
Name:  
Title: Primary Faculty Member  
Address: 23 University Drive  
Fort Kent, Maine, 04743

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
*Signature*  
Name:  
Student:  
Address: 23 University Drive  
Fort Kent, Maine 04743

\_\_\_\_\_  
Date

03/04/08

UNIVERSITY OF MAINE AT FORT KENT  
 DIVISION OF NATURAL AND BEHAVIORAL SCIENCES  
 BUS 397 – BUSINESS INTERNSHIP  
 STUDENT EVALUATION FORM

\_\_\_ MID-TERM RATING

\_\_\_ FINAL RATING

STUDENT'S NAME: \_\_\_\_\_

JOB TITLE OR TYPE OF WORK: \_\_\_\_\_

DATES OF EVALUATION: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

COMPANY: \_\_\_\_\_

Supervisor's ratings are helpful to us in evaluating the student's performance, and may serve as a basis for counseling, and become a part of the student's college record. We would appreciate your frank opinions on the form below.

Areas of Evaluation	Rating	Comments*
1. Ability to learn	(High) 5 4 3 2 1 (Low)	_____
2. Relations with co-workers	5 4 3 2 1	_____
3. Quality of work	5 4 3 2 1	_____
4. Dependability	5 4 3 2 1	_____
5. Attitude toward work	5 4 3 2 1	_____
6. Reaction to supervision	5 4 3 2 1	_____
7. Quantity of work	5 4 3 2 1	_____
8. Judgment	5 4 3 2 1	_____
9. Appearance	5 4 3 2 1	_____
10. Student's college preparation	5 4 3 2 1	_____
11. Attendance	5 4 3 2 1	_____
12. Punctuality	5 4 3 2 1	_____
13. Future employability	5 4 3 2 1	_____
14. Overall performance	5 4 3 2 1	_____
15. Ability to work independently	5 4 3 2 1	_____

\*If there are additional comments, please use Additional Comments sections (on back).

Rated by

\_\_\_\_\_  
 Name Title Date

Return to:

HENRY L. CARBONE  
 BUSINESS INTERNSHIP  
 COORDINATOR  
 23 UNIVERSITY DRIVE  
 FORT KENT, MAINE 04743



## Business Internship Grading Rubric (Appendix C)

### Internship Evaluation:

The evaluation of the intern will be based on collected evaluations of the student's performance during the internship. Evaluation reports will be forwarded to the Business Internship Coordinator during the internship in a timely fashion, at least four times during the internship. During the internship the Coordinator will visit the work site and meet with the supervisor and the intern to gather additional information to be used in the grading rubric. Final grade will be based on the rubric below. \*See attached rating scale.

Student Performance is rated as Novice, Apprentice, Practitioner, or Expert.

**Novice:** performs well, but needs direction, lacks initiative.

**Apprentice:** needs minimal directing, demonstrates initiative and perseverance, and demonstrates an understanding of conceptual application.

**Practitioner:** demonstrates initiative, conceptual application, broad understanding of business operation, including contextual knowledge.

**Expert:** demonstrates practitioner status and an understanding of organizational success in a competitive setting.

Novice: (D)	Apprentice: (C)	Practitioner: (B)	Expert: (A)
Performs well, but needs direction and lacks initiative, follows plans provided, sometimes does personal items while at work.	Needs minimal direction, demonstrates initiative and perseverance, and demonstrates an understanding of conceptual applications.	Demonstrates initiative, conceptual application and broad understanding of business operations including contextual knowledge.	Demonstrates practitioner status and understanding of organizational success in a competitive setting.
Rating Scales report from Supervisor: Ratings of 1's & 2's*  *See Rating Scale Attached.	Rating Scales report from Supervisor: Ratings of 2's & 3's*	Rating Scales report from Supervisor: Ratings of 3's & 4's*	Rating Scales report from Supervisor: Ratings of Mostly 5's*
Written Report submitted at the end of the internship shows lack of time in preparing the report, quality lacking.	Written Report submitted at the end provides good detail of the work attempted and completed. Paper well prepared.	Written Report submitted at the end of the internship provides good detail in a journal form of the daily and weekly activities engaged in. Paper well prepared.	Written Report submitted at the end of the internship provides information indicated in the other levels as well as how the student was prepared for the internship.