

**UNIVERSITY OF NEBRASKA AT OMAHA  
COLLEGE OF BUSINESS ADMINISTRATION  
INTERNSHIP AGREEMENT**

To be completed and returned to the Internship Coordinator's Office, RH 304.

Student \_\_\_\_\_ Student ID # \_\_\_\_\_

Company: \_\_\_\_\_

Company \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Supervisor's Name:**

Phone:

Fax:

E-mail:

**Date Internship starts:**

**Projected completion:**

1. **Did you find this company through CBA's job listings?**  yes or  no  
If no, please fill out #2

2. **Description of Internship Position:** (attach an additional page if necessary)

**Method of Evaluation:**

The student will receive a letter grade dependent upon the employer's evaluation, the final written report, the midterm report, and completion of required paperwork.

The midterm report will contribute 10% of the final grade.

**Date Due:** \_\_\_\_\_

The student's final report will contribute 45% to the final grade.

**Date Due:** \_\_\_\_\_

The employer evaluation will contribute 45% to the final grade.

**Date Due:** \_\_\_\_\_

\_\_\_\_\_  
Student Signature date

\_\_\_\_\_  
Company Supervisor Signature date

\_\_\_\_\_  
Internship Coordinator Signature date  
jholland@unomaha.edu

Hours Credit: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_