

## Employer Job Description

### To be completed by Student:

Student Name \_\_\_\_\_ Student # \_\_\_\_\_

Employing Company \_\_\_\_\_

Professional Field Experience Job Title \_\_\_\_\_

Employer's Address \_\_\_\_\_

Internship Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

Hours per week \_\_\_\_\_ Number of Weeks \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Rate of Pay \_\_\_\_\_

### To be completed by Internship Supervisor:

Please describe the nature of the professional field experience and list essential duties, responsibilities and activities.

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Briefly describe the proficiencies and skills to be attained by the student during employment:

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Major field of study/course work desired \_\_\_\_\_

**I agree to comply with the terms and conditions of the College of Business and Economics Professional Field Experience Program and to complete the Intern Appraisal Form.**

**Employer's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_