Please read the Orfalea College of Business Internship Student Guidelines located on the Orfalea College of Business Student Services website prior to completing this form. Once you have read and understand the guidelines, complete this Internship/Co-op Contract and the University Liability Statement with the appropriate information and signatures. Bring both of these completed forms to Orfalea Student Services in Building 3, Room 100. Upon contract approval, you will be issued a permission number to enroll in BUS 430, the internship/co-op credit course. You must add the course before the Add/Drop deadline in order to guarantee enrollment in the course. The Add/Drop deadline is the 8th day of instruction of the quarter. Note that you cannot receive retroactive credit for an internship/co-op under any circumstances. You also cannot defer registration to a different quarter (i.e., you cannot request Fall Quarter credit for work completed during Summer Quarter). You must be enrolled in BUS 430 during the quarter in which you are completing your internship. Thus, students wishing to receive internship/co-op credit during the summer are required to enroll in BUS 430 during Summer Quarter and pay all necessary fees according to University course/unit fee requirements. All Internships/Co-ops are automatically CR/NC grading. The amount of units a student can receive for completing an internship is up to the discretion of the student’s Area Chair and is determined based on several factors, including but not limited to, the hours per week and the total number of weeks the student will be participating in his or her internship.

This agreement entered into on this ____________ day of __________________, 20____ by and between ____________________________, (employing firm) ________________________________ (employee/student in the Orfalea College of Business at California Polytechnic State University), and the Orfalea College of Business at California Polytechnic State University.
Details on Earning Credit

1. A minimum 2.5 GPA is required for participation. By initialing here, the student certifies that his or her Cal Poly GPA meets this requirement. ________ (student initials).

2. The employee is to serve in the capacity of an Intern/Co-op with general responsibilities consistent with the purpose of the Internship/Co-op program and otherwise agreed upon by the academic supervisor and employing firm.

3. While the employee is employed by the said employer, the student will be eligible to earn credit(s) at California Polytechnic State University. Said credit will be considered earned upon successful completion of all Internship/Co-op requirements as indicated in this contract.

4. In consideration of the mutual promises contained herein, the employee agrees to work for and in the services of the employer under the terms and conditions herein agreed upon.

5. Job title and description (if you need more space, please attach a description):

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

6. Students are required to submit two progress reports, and a final report. Employers are required to submit an employer’s report through the SurveyGizmo link below.


In order to meet course requirements and receive credit, the four reports listed above must be submitted by the student to Orfalea Student Services in accordance with the due date requirements specified below. For report details, refer to the “Internship/Co-op Guidelines” form. It is up to the area chair’s discretion to determine the penalty for reports submitted late. Reports will only be accepted up to 7 weeks after their due dates (with appropriate late points assigned). Reports will not be accepted after that time. You may submit reports via mail, e-mail, or in person. Orfalea Student Services will confirm receipt of all reports via your Cal Poly e-mail account. If you do not receive e-mail confirmation, your report was not received. At the end of the quarter, all reports will be forwarded to the student’s Area Chair. All reports are due by 4:00 p.m. on the Friday of the weeks indicated below.

   1st Progress Report: 3rd week of the quarter, ___/___/20___
   2nd Progress Report: 6th week of the quarter, ___/___/20___
   Final Student Report & Employer’s Report: 9th week of the quarter, ___/___/20___
Student Information

Last Name, First Name: __________________________ Cell Phone: ________________
Major: __________________________ Concentration: ________________
Cal Poly Email Address: __________________________ EMPL ID: ________________
Street Address: ___________________________________________________________________________________
City, State, Zip Code: ___________________________________________________________________________________

Placement Information

Name of Company: ___________________________________________________________________________________
Address, City, State: ___________________________________________________________________________________
Company Phone Number: ___________________________________________________________________________________
Supervisor Name/Title: ___________________________________________________________________________________
Supervisor E-mail: ___________________________________________________________________________________
The employee will work for _____ hours/week for _____ weeks at a salary of $ ________________.
The employee will be employed from _____/____/20____ until _____/____/20____.

To Be Completed By Area Chair

Name: ___________________________________________ Area: ______________________
Quarter (circle one): Summer Fall Winter Spring Year: ______________________
Total # of Units: ________ Area Chair Initials: ________

Orfalea Student Services will not issue permission numbers unless ALL of the following signatures have been obtained. The student’s signature implies that the student has read, understands, and will adhere to all the requirements indicated in both the Internship Student Guidelines and the Internship/Co-op Contract. ANY changes to this contract must be approved on this contract by the Area Chair and Orfalea Student Services.

Student Signature: ___________________________ Date: __________
Employer Signature: ___________________________ Date: __________
Area Chair Signature: ___________________________ Date: __________
Internship/Co-op University Liability Statement

Qualified Cal Poly students may earn university credit while working as an Intern/Co-op for a cooperating institution if the requirements of the Internship/Co-op are successfully completed. Because the day-to-day requirements and obligations of the Intern/Co-op are conducted under the sole jurisdiction of a designated officer in the cooperating institution, the University does not, nor can it, assume any liability for the safety and/or health care of the Intern/Co-op.

In accepting an Internship/Co-op, the student acknowledges the full release of any liability on the part of the University for physical or other accidents. The Intern/Co-op agrees to assume full responsibility for reviewing with the cooperating institution any employee benefits that may be available (i.e., health and accident insurance, liability insurance, workers’ compensation, etc.). In the event the cooperating institution does not provide desired benefits, it will be the responsibility of the student to make his or her own arrangements, if desired.

In signing this statement, the student acknowledges full understanding of the liability statement, and consents to the same.

Student Signature: ________________________________ Date: _____________

Submit the Internship/Co-op University Liability Statement along with the Internship/Co-op Contract to Orfalea Student Services (Building 3, Room 100).