



## Internships and Experiential Learning

### MANAGEMENT BY OBJECTIVES (MBO)

#### Experiential Learning Agreement

#### Internships and Experiential Learning

Director: Carrie Gardner, Assistant Director: Annie Hayes

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Web: [mgt.buffalo.edu/internships](http://mgt.buffalo.edu/internships)

#### Career Resource Center

308 Alfiero Center, Buffalo, NY 14260

### Important Dates Fall 2020

**First day of classes:** August 31

**Fall recess:** November 25 - November 28

**Classes resume remotely:** November 30

**Last day of classes:** December 11

**Last day of CPT for International Students:** December 21

**Employer Evaluations due:** December 21

**Thank you** for making an internship commitment to our UB School of Management student. Please review, sign, and email this required agreement to your intern for their signature within 48 hours of receipt. Your intern is responsible for returning it to our team. Upon our review / approval, registration for academic credit will be completed. We recommend that you save a copy of this agreement for your records.

#### *Please Complete:*

Student Name: \_\_\_\_\_

Internship Position Title: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

#### ***As an intern supervisor, I acknowledge the following:***

- a. I have reviewed candidates' qualifications and selected an intern without regard to age, race, gender, gender identity, sexual orientation, national origin, religion, disability, color, or marital status.
- b. I agree to act as (or appoint) an intern supervisor with expertise pertaining directly to the focus of the internship. The supervisor will partner with the intern to guide their progress on a consistent basis, and provide timely relevant and constructive feedback. I understand this may be the intern's first actual experience in a professional environment and that mentoring is an integral component of success.
- c. I will provide real-world project work of educational value for no less than 120 hours during the internship semester. I will assist my intern in identifying appropriate learning objectives related to their professional development goals, and will seek opportunities to build those learning objectives into their work.
- d. At any time, I may communicate changes, concerns, problems or questions regarding the intern's behavior or internship circumstances to the Director of Internships and Experiential Learning as listed above.
- e. I understand I will be asked to complete an online, confidential evaluation at the end of the academic semester for which my intern is registered. I may choose to share this evaluation (encouraged) with my intern and/or conduct an internal evaluation at my discretion.
- f. I agree that my relationship with the intern will remain strictly professional at all times.
- g. I understand that the intern, as a matriculated UB student, is covered by his or her own comprehensive health insurance.

### Student Internship Registration Policies and Code of Conduct

All UB School of Management students participating in internships are required to abide by our program's policies and University code of conduct standards while on the internship. We communicate these policies and standards to each and every intern as part of the Internship Main Form required while reporting an internship. This form is available to you for review on our website under [Key Documents and Resources](#).

(mgt.buffalo.edu/internships-experiential-learning/employers/key-documents-resources.html)

### International Students and Internship Work Authorization

Your international student intern is required to obtain work authorization, called Curricular Practical Training (CPT). We facilitate this process at no cost to you. **As part of this process, an official offer letter on your company letterhead must accompany this Management by Objectives learning agreement, which includes:**

- start and end dates of the internship
- location of the internship
- name of intern supervisor
- a statement that the intern will not be required work more than 20 hours per week during regular semesters (fall or spring) and not more than 40 hours per week for summer internships. **Your intern can begin the internship after CPT is fully authorized and a new I-20 has been issued.**

CPT requests take 5 to 7 days to process after academic registration is completed. Once fully authorized, your intern can begin, and must adhere to weekly maximum hour limitations as stated above. Each semester has an end date to which you and the intern must abide. International students can earn pay as long as they have obtained an SSN.

### REQUIRED SUPERVISOR CONTACT INFORMATION

Supervisor Name: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Will this internship/experience take place on-site or will the student be participating in a virtual environment?

\_\_\_\_\_

**Employer represents and warrants that it is currently, and for the term of this agreement will continue to be, in compliance with all applicable laws and regulations regarding social distancing, PPE and all other applicable safety protocols associated with the COVID-19 crisis. Failure to comply with this provision will be considered a material breach of this Agreement.**

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

E-mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Are you a UB Alumnus? \_\_\_\_\_ If yes, from what school did you graduate? \_\_\_\_\_

### REQUIRED SIGNATURES: *I understand and will comply with the statements on this agreement.*

Supervisor Signature:

Student Intern Signature: