

Walker School of Business & Technology Statement of Responsibilities of the Host Organization and Host Supervisor



Date: _____ **Student ID Number:** _____

First Name: _____ **Last Name:** _____

The host organization, through the direct supervisor, has three main responsibilities. The first is to discuss the job with the intern and agree upon the expected duties, responsibilities and work schedule. The second is to provide the required orientation, training and supervision necessary to enable the intern to perform the expected duties and to fulfill his or her learning objectives. The last is to provide an evaluation of the intern's performance at the end of the internship experience.

It is critical that the student understand that the host organization does not assume any responsibility for employment of the intern beyond the internship term.

The host organization's acceptance of these responsibilities will be evidenced by the supervisor's signature below.

Signature of Supervisor: _____ **Date:** _____

Internship Organization: _____