

University of North Texas - Merchandising Internship Experience Information Form

You can complete this form electronically www.smhm.unt.edu/forms and submit by e-mail to dee.wilson@unt.edu or print it out to complete and either fax to Dee Wilson at 940-369-8220 or mail to UNT, SMHM, Attn: Dee Wilson, 1155 Union Circle, #311100, Denton, TX 76203-5017. You may also give this completed form back to the student for him/her to turn in. Once you sign this form electronically, you will not be able to change or add information.

Name of Company: _____ Type of Business: _____

Address _____

(Internship cannot be located in an employer's private home or a student's home)

City _____ State _____ Zip Code _____

Located in : _____ Mall/Center (if applicable) Phone : _____

Supervisor Name and Title : _____ Supervisor Email _____

Title of Internship Position : _____ Is this internship paid? Yes No

If paid, what is the pay rate ? _____

Name of Student requesting Approval to do an Internship with you _____

Please provide a DETAILED LIST of the major responsibilities/projects that will be included in this learning experience. This information will be used when considering approval of this internship. Instructor may contact you for clarification or additional information.

Is this student currently working or has worked for your company before? Yes No

If yes, how will this internship experience be different/provide a new learning experience(s) from their previous/current responsibilities?

if you have a formal internship program, how many hours per week (on average) will the student work? _____

if you have a formal internship program, how many week do you require? _____

Does your company have a specific start and end date for your internship program? Yes No

If yes, what are the dates? _____ Are these dates flexible? Yes No

The Summer Internship class will be from 6/7/10-8/12/10. The Fall Internship class will be from 8/30/10-12/10/10. Internship learning experiences and hours worked should coordinate with this same time frame.

Employer Signature

Date

Important Information to Employer: if the internship has been approved by SMHM with the employer listed above, the student must complete the entire semester with the same employer and have a minimum of 300 hours worked during the required internship period. During fall or spring semesters, students will need to work an average of 20 hours per week during the 15 week internship class period. In the summer, students will need to work an average of 30 hours per week during the 10 week internship class period. Students can earn more than 300 hours towards their internship experience if the employer has a need. The required hours must be earned at the same time the student is taking the internship class. For questions, please contact Dee Wilson at 940-369-7270 or dee.wilson@unt.edu