**INTERNSHIP PROGRAM EMPLOYER VERIFICATION:**

**BACHELOR OF BUSINESS ADMINISTRATION (BBA) IN MARKETING**

**TARLETON STATE UNIVERSIT**

**COLLEGE OF BUSINESS ADMINISTRATION**

**DEPARTMENT OF MARKETING & COMPUTER INFORMATION SYSTEMS**

This form is for employers sponsoring our internship students. We need to verify information about the position and the student’s job duties. Thank you very much your sponsorship of our student, and for providing this information.

**STUDENT INFROMATION:**

Student name: Internship start date:

Length of the internship (weeks): Average hours per week:

Describe the position (title, job duties/responsibilities) for this student’s internship:

**INTERNSHIP QUALIFICATION QUESTIONS:**

1. Will the intern be able to work a minimum of 150 hours during the internship semester?

Yes No

1. Does your organization have at least one Marketing professional who will be assigned to supervise/mentor the student on an ongoing basis?

Yes No

1. Describe how the internship provides significant learning opportunities in Marketing related to the student’s academic program.

1. Please explain the method to be used, including frequency, of supervision/mentoring:

**ORGANIZATION INFORMATION:**

Organization and division/department:

Physical address where the intern will be assigned:

Describe the nature of your organization’s business, and the type work done in this division/department:

Student’s supervisor, or company intern coordinator (for our point of contact):

Name: Title:

Phone: Email:

Signature: Date:

**Please email or fax the completed form to** **dnewman@tarleton.edu** **or (254) 968-9345**