Responsibilities of Cooperating Organization Contact Person

We in the College of Business and Technology at The University of Texas at Tyler view internships as a win-win relationship with our community partners. The purpose of an internship is to help students integrate academic learning with employment experience. Internships are an important component of the total educational experience, and the benefits are significant. Through internships, students:

- Apply academic learning experience.
- Enhance understanding of business processes.
- Improve job search, interview, and other professional skills.
- Experience accountability for work product and job performance.
- Further their abilities to match career choices with personal skill sets and goals.
- Gain knowledge of different career fields and of specific jobs within these fields.
- Increase their understanding of how specific projects relate to larger business goals.
- Acquire experience in the working world, adding depth and relevance to classroom work.
- Learn the importance of communications skills and professional interactions between people.

The Contact Person at the Cooperating Organization is required to:

- Work with the student to complete the “Scope of Work” form
- Correspond with the Departmental Representative and/or Internship Coordinator (Internship Coordinator will initiate contact)
  - Supervise the student
  - Provide documentation to the Departmental Representative and the student
  - Complete the Intern Evaluation Form and submit to the Departmental Representative
  - If necessary, contact the Departmental Representative or Internship Coordinator to notify them of any concerns.

Scope of Work Form
This form is to be completed by the Cooperating Organization Contact Person and the intern. The “Scope of Work” form is an agreement between the Cooperating Organization and the student. This document specifies the activities and objectives of the internship which should be developed with the understanding that the intern will work a minimum of 125 hours. This form is a part of the formal Internship Application and must be submitted before an internship will be approved.

Intern Evaluation Form
This form is to be completed by the intern’s sponsor/supervisor at the end of the semester or internship period. This form will be emailed to the Cooperating Organization Contact Person by the Faculty Member two weeks prior to the end of the internship period. It will be completed and returned directly to the Faculty Member.

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<th>Contact Information:</th>
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<tbody>
<tr>
<td>Department</td>
<td>Title</td>
<td>Name</td>
<td>Number</td>
<td>Email</td>
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<tr>
<td>CBT Internship Program</td>
<td>Coordinator</td>
<td>Gail Johnson</td>
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