



ROOSEVELT UNIVERSITY
CAREER SERVICES

Internship Manual Employer

Chicago Campus
430 South Michigan Ave
Chicago, IL 60605-1394
(312) 341-3560 phone
(312) 341-3655 fax
careersdt@roosevelt.edu



Schaumburg Campus
1400 N. Roosevelt Blvd
Schaumburg, IL 60173
(847) 619-7921 phone
(847) 619-7922 fax
careersrc@roosevelt.edu

Internship Learning Contract Employer Form

Welcome!

Dear Employer:

Thank you for participating in the Roosevelt University Internship Program! We are excited about your willingness to partner with us. Just watch your ability to:

Discover

Your next intern and see them develop into your next new hire!

Explore

The opportunity of developing a partnership with Roosevelt, a university equipped with diverse talent and creating a connection to your organization with longevity and integrity.

Experience

The intern's contribution to your organization and your contribution to his/her success as a future leader.

Here's to the beginning of our journey and the promise that it holds!

Sincerely,
Ryan T. Smith
Internship Coordinator
312.341.3562
rtsmith@roosevelt.edu

Visit our website at:
www.roosevelt.edu/ocs/employer



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Employer Intent to Participate

Company/Organization _____

Contact Name _____

Contact's Title _____

Mailing Address _____

Phone Number _____

Fax Number _____

Email Address _____

Please mark each item in which your company/organization is willing to participate:

NOTE: *Intent to participate does NOT constitute a binding agreement to participate.*

_____ Our company organization is willing to accept applications for cooperative education/internships from qualified Roosevelt University students.

_____ Our Company is interested in receiving reimbursement for students *placed* in a paid co-op/internship position if eligible.

_____ Our Company is interested in attending a Job and Internship Fair at Roosevelt University.

Please indicate the number of cooperative education/internship opportunities that may become available at your company/organization within the next twelve months: _____

Thank you for providing this information.

Please send or fax this information to the Office of Career Services at either campus.

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Student Name: _____ Employer: _____

Address: _____ Supervisor: _____

Title: _____ Phone: _____

Address: _____ Phone: _____

Position Title and Department _____

_____ Hours per Week for _____ Weeks _____ Hourly Wage _____

Start Date _____ End Date _____

Briefly State Objectives of Internship: (reason(s) why you want to participate in our program)

Specific Responsibilities of Student. (projects, reports, presentations, readings, meetings with faculty member, etc.)

Specific Responsibilities of Employer: (duties or skills to be taught to student by employer, etc.)

Student Signature

Employer Signature

IF FOR CREDIT ONLY--- **Specific Responsibilities of Faculty Member:**
(number of meetings with student, site visitations, grading criteria, etc.)

Faculty Signature

Advisor Signature



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INTERNSHIP PROGRAM GUIDELINES

Office of Career Services
Roosevelt University

The purpose of the Roosevelt University Internship Program is to provide college students living in the state of Illinois with an experiential learning opportunity.

GUIDELINES

1. An ideal internship is a match between student, employer and university. It may be paid or unpaid. Program length and daily schedule can be mutually decided upon by joint parties.
2. Each student should be clearly partnered with a professional mentor at the host organization.
3. Interns must be registered Roosevelt University students. Students completing their internship for academic credit must adhere to curriculum, department and program guidelines as well as the University Code of Conduct.
4. The Internship Coordinator will serve as liaison between student and employer communicating via phone, email and site visits.
5. Interns and RU must be furnished with concise and specific job descriptions. Interns will be engaged in meaningful work leading to a tangible final product which may include employer written documentation of their completed projects and achievements.

Interns and Employers will both complete program evaluations to manage and expedite clear expectations and ensure program success through assessment.

Please feel free to contact **Ryan Smith**, Career Counselor/Internship Coordinator at the Chicago Campus at (312) 341-3562 or **Teri Cullen**, Career Counselor/Employer Relations Coordinator at the Schaumburg Campus at (847) 619-7925 with any questions regarding the Employer Reimbursement Program.

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Employer Evaluation

Company: _____

Contact: _____

Title: _____

Phone Number: _____

Date: _____

Student Name: _____

Internship position: _____

The following evaluation is designed to provide you with an opportunity to assess your student in many important areas as he/she finishes his/her co-op or internship assignment. Please consider each skill and then rate your student using the scale below. Please share your evaluation with your co-op or intern so that his or her professional growth and development can be honestly assessed.

Skill Level (scale)

1 Lacking	2 Needs Improvement	3 Appropriate	4 Exceeds Expectations	5 Superior	N/A Not Applicable
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Communication Skills

1. Articulates ideas in a clear and concise manner.	1	2	3	4	5	N/A
2. Uses correct English and grammar in oral and written communication.	1	2	3	4	5	N/A
3. Listens attentively and respond in an appropriate manner. .	1	2	3	4	5	N/A
4. Prepares letters, memos, and reports necessary for success in the job.	1	2	3	4	5	N/A

Interpersonal Skills

1. Demonstrates ability to lead a group.	1	2	3	4	5	N/A
2. Contributes to group effort willingly and effectively.	1	2	3	4	5	N/A

Technical Skills

1. Possesses the technical skills required for the position.	1	2	3	4	5	N/A
2. Demonstrates competency in computer skills.	1	2	3	4	5	N/A
3. Enhances technical skills when needed.	1	2	3	4	5	N/A
4. Produces sufficient quantity and quality of work.	1	2	3	4	5	N/A
5. Manages multiple tasks simultaneously.	1	2	3	4	5	N/A

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Problem Solving Skills

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Analyzes situation, identifies areas of strength and weakness. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Considers implications of suggested alternatives. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Solves problems creatively. | 1 | 2 | 3 | 4 | 5 | N/A |

Self-Management Skills

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. Prioritizes work, utilize time well, and complete tasks on time. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Displays professional attitude in all work-related situations. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Dresses professionally. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Demonstrates ethical behavior. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Arrives for work on time, use sick time appropriately,
and adheres to work schedule. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Accepts and implements constructive criticism. | 1 | 2 | 3 | 4 | 5 | N/A |

Career Skills

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 1. Articulates short and long term goals clearly. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. Able to identify personal strengths and weaknesses. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. Knows and appreciates role within company. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. Understands how social and economic trends affect the industry. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. Recognizes how co-op and internship experience enhances overall career plan. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. Seeks out opportunities to enhance skills and knowledge. | 1 | 2 | 3 | 4 | 5 | N/A |

Comments:

Student's Signature

Date

Employer's Signature

Date

