University at Albany State University of New York  
Business Sponsor Internship Application Form

If you are interested in securing an intern, please complete this form and return it to John Levato, Assistant Dean, School of Business; Business Administration 313A; Albany, NY 12222. You may contact John at j.levato@albany.edu, Phone: (518) 442-4984 or Fax: (518) 442-3944, if you have any questions.

**The Value of an Internship**
Internships are an opportunity for business students to apply what they have learned to practical business situations. It is a golden opportunity for students to learn, hone skills, be mentored, witness business people and cultures in operation, and to acquire hands on experience. Therefore, the School of Business with all due respect, maintains a strict policy that interns may not be used for typical clerical office duties. To use them as such is inappropriate and inconsistent with their education and training.

STUDENT INTERN NAME: ____________________________ ID#: __________________

E-MAIL: ____________________________ PHONE: ____________________________

This form is to be completed by the on-site supervisor of the internship. To ensure that we have a firm understanding of the work that will be performed during this internship, please list the eight (8) duties/responsibilities expected of the intern. Please make sure this list **specific and measurable** so that we may find you a “good match.” Thank you.

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

4. __________________________________________________________

5. __________________________________________________________

6. __________________________________________________________

7. __________________________________________________________

8. __________________________________________________________

**ON-SITE SUPERVISOR:**
(please attach business card) (print name) (signature)

E-MAIL ____________________________ PHONE # ____________________________