

Petition for Fieldwork in Management (298-i) Internship Application

2018-2019 Deadline Schedule to Submit Internship Application

Winter 2018: January 12 Spring 2018: April 10 Summer/Fall 2018: October 9

***Summer Internship Notice:** *If you are doing a summer internship but will be receiving course credit in the fall term, your internship application has to be approved at least one week before your internship start date.*

All students must include the following documents with a hard copy of this internship application to enroll in fieldwork in management 298-i to receive course credit:

- Resume**
- Internship Employment Offer Letter**
- Internship Job Position Description**

I. Student Intern Information (To be completed by Student)

Legal First Name

Last Name

Nickname

Master's Concentration

Internship Quarter/Year Winter 2018
 Spring 2018
 Summer/Fall 2018

UCR Student ID #

AGSM Faculty Supervisor

Local Address

City, State

Country

Telephone

E-mail

Emergency Contact Name

Telephone

II. Internship Organization Position Details (To be completed by Organization)

Internship Supervisor Name	<input type="text"/>	Title	<input type="text"/>
Telephone	<input type="text"/>	E-mail	<input type="text"/>
Organization Name	<input type="text"/>	Website	<input type="text"/>
Address	<input type="text"/>		
City, State, Country	<input type="text"/>		

Title of Internship Position	<input type="text"/>		
Location of Internship	<input type="text"/>		
City, State, Country	<input type="text"/>		
Weekly Hours	<input type="text"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>

Check the box where applicable:

Paid Internship	<input type="checkbox"/>	Hourly Rate:	<input type="text"/>
Stipend/Compensation	<input type="checkbox"/>	Stipend Amount:	<input type="text"/>
Unpaid Internship	<input type="checkbox"/>		

The AGSM Internship Program requires that the organization agrees to the following:

- Check the box:**
- 1) We agree to comply with the University of California, Riverside Internship Standards and Requirements.
 - 2) We understand that the University does not accept responsibility for student interns, and at the internship site, we will assume liability for interns who are employed or volunteering on our premises.
 - 3) We agree to comply with the following Statement of Non-Discrimination: The University of California is committed to equal opportunity employment and does not make its facilities or intern programs or services available to any employer or organization that unlawfully discriminates in the selection of individuals on the basis of race, color, national origin, citizenship, ethnicity, religion, sexual orientation, gender, pregnancy, disability, or age.

Signature of Internship Supervisor	<input type="text"/>	Date	<input type="text"/>
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III. Student Intern Responsibility Disclaimer (To be completed by Student)

Legal First Name

Last Name

- Check the box to agree:**
- The University of California, Riverside, A. Gary Anderson Graduate School of Management (AGSM) makes no representation, warranty or guarantee about the positions listed in the Career Development Center. AGSM does not prescreen internship or employment opportunities that are submitted to the Career Development Center.
 - By using the resources available at the AGSM Career Development Center, I am agreeing that I will not hold UCR or AGSM responsible for my safety, security, wages, working conditions, fraudulent, or other aspects of any off-campus employment/internship opportunities that I discover while using the resources of AGSM or to which I might be directed by AGSM's Career Development Center staff.
 - If under any circumstances, I am unable or unwilling to complete this internship, I understand that I will be withdrawn from the fieldwork in management 298-i course. If required by my program, it will be my responsibility to obtain a new internship and submit a new internship application by the quarterly deadline.
 - I understand that the AGSM Career Development Center reserves the right to verify the information related to this internship.

I have read the disclaimer information and agree to the terms and conditions set by The A. Gary Anderson Graduate School of Management Career Development Center.

Student Signature

Date

IV. Students must obtain the following signatures prior to start of internship

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|---|----------------------|------|----------------------|
| 1) School of Business Faculty Supervisor | <input type="text"/> | Date | <input type="text"/> |
| 2) Dina Mouris, Manager of Internships | <input type="text"/> | Date | <input type="text"/> |
| 3) Heather Anderson, Director of Academic Advising & Student Services | <input type="text"/> | Date | <input type="text"/> |

UCR OFFICE USE ONLY (STUDENTS DO NOT FILL OUT)

Date Registered

Faculty Call/Section #