BIT 4964 FIELD STUDY UNDERSTANDING

I. Purpose. This Internship experience is a partnership between the employer, the university, and the student. This "Field Study Understanding" outlines the responsibilities of each party.

II. Employer Responsibilities

- Provide student with work offer letter and clearly defined job description.
- Provide Internship Program with contact information of student's direct supervisor.
- Provide orientation/training to intern students.
- Provide intern students with a safe and supervised work environment.
- Assignment of an intern supervisor who will be available to provide training & feedback on performance and who will complete and discuss performance evaluation directly with intern prior to the end of the student's work term.

III. Supervisor Responsibilities

- Work with students to develop learning objectives and provide opportunities for intern students to achieve desired learning objectives.
- Establish regular meeting conversation to provide direction and feedback to students. Agree to a midterm conversation with the university staff to provide feedback on students/program.
- Provide challenging work assignments which provide an educational experience and are compatible with career goals.
- Allow for a progression toward increased work responsibilities.
- Advise the faculty sponsor of ANY problems, concerns, or performance issues which may arise and report any potential changes in students' employment PRIOR to the occurrence.
- Complete an evaluation of students at the end of the students' work.

IV. Field Study Program / Faculty Sponsor Responsibilities

- Prepare students for workforce entry through professionalism training and domain specific educational development.
- Help students pursue Field Study opportunities.
- Review Field Study application. Upon approval, register student for BIT 4964.
- Monitor students' progress during their internship and remain available to both students and employers should any problems or concerns arise.

- Upon successful completion of at least 300 hours of Field Study, review company and student evaluations and submit grade for BIT 4964.

V. Student Responsibilities

- Obtain Field Study opportunity and apply for BIT 4964 approval.
- Fulfill expectations and duties assigned by employer.
- Maintain professional manner at work.
- Maintain contact with Field Study program and notify if any problems arise.
- Complete all assignments by published deadlines.
- Submit program self-evaluation and executive summary of Field Study.

I have read and understand the expectations and responsibilities as a participant with the BIT Cyber Field Study Program at Virginia Tech, Pamplin College of Business, as stated above.

Employer Supervisor: _____Date: _____

Faculty Sponsor: _____Date: _____

Student Intern: _____Date: _____