

**APPENDIX B
EMPLOYER AGREEMENT**

(To be completed by Intern and Employer/Site Supervisor)

TERMS OF THE AGREEMENT:

_____ agrees to participate in the
(Name of Organization)

Black Hills State University Internship Program by accepting
_____ as an intern
(Name of intern)

from ____/____/____ to ____/____/____.
(Beginning Month/Day/Year and Ending Month/Day/Year)

Specific responsibilities, duties, and compensation have been negotiated between the parties involved and are detailed below. It is understood that these duties and responsibilities will be monitored throughout the internship experience by the Intern, the Site Supervisor, and the BHSU Internship Coordinator. All parties will participate in the evaluation process through scheduled conferences and written materials.

DUTIES AND TASKS TO BE ASSIGNED:

Using the back of this form or on a separate sheet of paper, list the specific duties and tasks the intern will be assigned and responsible for during the internship period. Please be as specific and detailed as possible, as the number and variety of entries will determine the number of credit hours to be awarded and serve as the basis for the student performance objectives.

TERMS AND CONDITIONS OF EMPLOYMENT:

Hours and terms of compensation:

Other Terms: _____

SIGNATURES:

Completion of this form will enable the student to be considered for the proposed internship. Upon obtaining the signatures and information below, the student is to return this Employer Agreement to the BHSU Internship Coordinator for review. If approved, an Internship Agreement will be delivered to the participating internship site for appropriate signatures. A copy of the signed Agreement will be mailed to the participating employer. If the internship is not approved, the employer will be notified.

(Student Intern's Signature)

(Date/Preliminary Agreement)

(Site Supervisor's Signature)

(Date/Preliminary Agreement)

(Site Supervisor's Title)

(Telephone number)

(Company Name and Address)

**THANK YOU FOR YOUR WILLINGNESS TO SERVE AS AN
INTERNSHIP PARTNER!**