



BUSINESS LEADER DEVELOPMENT PROGRAM

BADM 4001: Business Leader Launch

Internship Agreement Form

BADM 4001 Business Leader Launch is an experiential learning course that is designed to enhance your education and preparation for your career. This experiential course focuses on synthesizing the knowledge you gained in the previous courses in the Business Leader Development (BLD) Program and in your other courses at GW into one culminating experience: whether it is an approved internship, undergraduate research, community engaged scholarship, or selected student leadership positions at GWSB.

By the end of this course, students will be able to:

- Evaluate how their academic accomplishments (including coursework, co-curricular engagement, and the BADM 4001 experiential learning opportunity) contributed to their growth as a future business professional.
- Demonstrate the ability to forge positive relationships in their experiential learning opportunity.
- Review prior learning and past experiences [inside and outside the classroom] to reveal areas of skills and interest and identify those skills or knowledge they would like to develop as they prepare for a future internship, job, future educational opportunities, or career.
- Reflect on their undergraduate business experience and how it contributed to confirming or changing their decisions about their intended career path.
- Analyze how business organizations can positively contribute to a more diverse and inclusive workplace.

Student Guidelines

To enroll into the internship section of BADM 4001, students must have an internship during the semester they will enroll into this course.

- It is the student's responsibility to search for their own internship and complete all necessary steps for their internship search process. Plan accordingly! We strongly recommend starting the internship search at least 3-4 months in advance of the semester. Some internship recruitment cycles even start 9-12 months in advance.
- Students can search for an internship through the [GW Handshake](#) website or a platform of their choice.
- Students who need assistance with the internship search process should meet with a staff member from the [F. David Fowler Career Center](#).
- International students must meet with an International Services Office (ISO) advisor to determine eligibility for Curricular Practical Training (CPT). The CPT Authorization process may take a minimum of three weeks; start this process well in advance of the start of the semester.

Registration Process

To register for this course, you must do the following:

- Complete the student section of this *Internship Agreement*.
- Ask your internship employer to confirm the information and complete the *Employer Internship Agreement* section.
- Submit the following through the GWSB Undergraduate Programs [Academic Forms](#) site.
 - *BADM 4001 Internship Agreement*
 - The formal internship offer (this must be on a document that is communicated directly from the employer either by company letterhead or company email) that includes your job description / responsibilities
 - Your updated resume
 - All forms must be submitted in PDF format. Please include your first and last name and use the following naming convention before submitting your form and supporting documents (e.g., using the name George Washington): Washington_George_BADM4001-InternAgreement.
- These documents must be submitted at least two weeks prior to the first day of the semester you are enrolling into this course.
- The Office of Undergraduate Programs will review your forms and, if approved, will notify and enroll you into BADM 4001. This review process will be completed on a rolling basis.

Course Requirements

- Students will attend BADM 4001 during the designated meeting day/time for this section. Please go to the [GW Schedule of Classes](#) for the meeting day/time for the internship section.
- Readings and assignments (including a final portfolio). All formal course requirements will be outlined in the syllabus.
- Students will be required to work a minimum of 70 hours at their internship site during the semester of enrollment.
- A satisfactory internship employer evaluation will be required at the end of the internship or semester or whichever comes first.

BADM 4001 - Business Leader Launch Internship Agreement (Student)

Student Instructions: Complete this form; ask your employer to confirm the information by signing the Employer section of the Internship Agreement.

Student Information

Name		GWID	
		G	
GW Email Address		Cell Phone Number	
Major(s) / Concentration(s)		Expected Graduation Semester	
		Fall Spring Summer	
		Expected Graduation Year	
Internship Semester		Internship Year	
Fall Spring Summer			
		International Students Only	
		Visa Type	I have met with an ISO Advisor to determine my eligibility for CPT
			Yes No

Internship Information

Note: You must submit a copy of an offer letter on official letterhead and a job description with this form.

Internship Position Title		
Internship Start Date		Internship End Date
Expected Number of Weeks at Internship	Expected Number of Hours Per Week	Expected Total Number of Hours *
* A minimum of 70 hours must be completed during the course of the semester		
Organization Name		

International Students Only:

International Students who wish to complete an internship during their period of study must receive Curricular Practical Training (CPT) work authorization. CPT is permission to engage in off-campus employment or an internship related to your degree program.

- Before submitting this form, reference the CPT Guidelines for eligibility criteria and reach out to the International Services Office (ISO) via email or by appointment if you have additional questions. If you are eligible for CPT, proceed to the next step:
- Complete this form and submit it to GWSB through the [Academic Forms](#) site with the required documentation and signatures from your internship employer.
- A GWSB advisor will prepare a CPT letter that you will submit with your CPT request (plus a copy of this form and its required documentation from your employer) in [the ISO Gateway](#). Allow 7-10 business days.
- Once the ISO receives your request and CPT letter, allow 10 business days for processing. You must be registered for the course in order for the ISO to approve your request.

Explain, in detail, how this internship is directly related to your major area of study:



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Internship Agreement (Employer)

Employer Instructions: Please review the information on the preceding pages to confirm that the information and learning outcomes provided by the student intern is accurate. An overview of the program and the requirements and guidelines for employers are below.

Program Overview

BADM 4001 *Business Leader Launch* is a required course for the Bachelor of Science Degree at the George Washington University School of Business. This experiential course focuses on synthesizing the knowledge gained in the previous courses in a development series and in the student's other courses at GW into one culminating experience: whether it is an approved internship, undergraduate research, community engaged scholarship, or selected student leadership positions at GWSB.

Students will complete assignments related to career engagement, communication, leadership, teamwork, supervision, and career/occupational preference in the workplace. The culminating assignment for this course will be a portfolio.

Employer Requirements / Guidelines

- To enroll into the internship section of BADM 4001, students must have a formal internship offer for the semester they will enroll into this course. The student must submit a copy of the internship offer on official letterhead and/or email along with an internship position description.
- The duration of the internship is at the discretion of the organization and can exceed the length of the semester. For the purpose of this course, the student intern must work a minimum of 70 hours during the duration of the semester and the internship should be flexible to accommodate the student's course schedule.
- In the fall and spring semesters, internships are generally part-time, not to exceed 20 hours a week for students who are enrolled full time.
- The internship should provide significant opportunities for students to gain practical experience that complements their academic learning; clerical tasks should comprise no more than 20% of an internship. We encourage you to work with your intern to ensure a mutual understanding of their role, responsibilities, and potential learning in this position.
- The internship site supervisor should also provide training, supervision, guidance, and regular feedback. At the end of the internship, the employer will be required to complete a final evaluation of the student's performance.
- The internship may be paid or unpaid. If the internship is unpaid, seven criteria must be met as outlined by the US Department of Labor (see USDOL, Fact Sheet #71: *Internship Programs Under the Fair Labor Standards Act* at <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs71.pdf>).
- If you have any questions or concerns, please email the GWSB Office of Undergraduate Programs at ugradbus@gwu.edu.

	Name
Student Information:	

Internship Employer Information

Organization Name

Organization Address

Organization Website	Organization Phone Number
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Organization Industry

Internship Agreement (Employer, Page 2)

	Name
Student Information:	

Supervisor Information

Supervisor Name

Supervisor Title

Supervisor Email	Supervisor Phone Number

I have reviewed and confirmed that the information that the student provided is accurate. Furthermore, I confirm that the internship adheres to the student and employer requirements/guidelines listed above.

Employer Signature

Date