

**School of Business Administration**  
**BY-ARRANGEMENT CONTRACT BETWEEN STUDENT AND INSTRUCTOR**

PLEASE TYPE OR PRINT LEGIBLY

**Course Title** \_\_\_\_\_

*Examples: INTERN: Business Planning; R&C: Competition Policy*

**Course Number** \_\_\_\_\_

*Examples: ACTG 404; MKTG 505*

**Quarter/Year** \_\_\_\_\_ **Credits** \_\_\_\_\_

*Students are generally limited to a total of 4 credits per internship.*

*See the By Arrangement Request Form for a complete list of course numbers.*

**Student Name** \_\_\_\_\_

PSU ID \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Email \_\_\_\_\_

**Faculty Sponsor Name:** \_\_\_\_\_

**INTERNSHIPS ONLY:**

Company Name \_\_\_\_\_

Supervisor Phone \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Email \_\_\_\_\_

**1. Learning objectives:**

**For internships:** These objectives should relate to your 300/400 level or 500 level business coursework.

*Examples: Develop business-planning skills; Enhance database management skills in a corporate environment.*

**2. Assignments: Check all items that are applicable**

**Internships:** All 404 Internship Credits are Pass/No Pass; A maximum of 6 of these credits may be applied towards an undergraduate degree. A graded option exists via the 409 Practicum. Credit must be arranged in advance of the start of the internship.

Please check any/all assignments that will be required:

\_\_\_ Informational Interview (See form available in UCB 486 for details.)

\_\_\_ Journalize progress

\_\_\_ Meet with faculty sponsor to discuss progress

\_\_\_ Internship Project or Paper (please provide brief description)

**3. Deadlines:**

● Turn in to faculty sponsor two weeks prior to end of term.

● Weekly / Monthly (circle one)

● As required by sponsor

● One week before end of grading period

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please turn this contract in, along with the By Arrangement Form, to UCB 486 for processing.*