April 29, 2014

«Co_Sal» «Co_First» «Co_Last»
«Co_Title»
«Co_Name»
«Co_Add»
«Co_City»

Dear «Co_Sal» «Co_Last»:

We are delighted that you have selected a Goizueta Business School MBA student to work with your organization. «Full_Name» is taking advantage of an exciting opportunity for students to participate in a structured internship program developed by the Career Management Center, MBA Program Office and your organization.

International MBA students are approved for employment in the internship program through Curricular Practical Training. Because the internship forms an integral part of the established curriculum of the MBA program, a Designated School Official in Emory University’s Office of International Student and Scholar Services will authorize Curricular Practical Training in the student’s SEVIS record and add the authorization to the student’s relevant immigration document.

Participation in the internship program requires that the employer, the student and the Business School sign a brief Cooperative Agreement which outlines the program requirements for the school, student and employer. The student role requires the student to submit a summary of their work and evaluation from the employer. The information requested is very general in nature and will not violate any non-disclosure agreement.

Attached you will find the Cooperative Agreement. Please review it and return the signed copy to me. I have also attached a sample evaluation form. At the end of the internship, you may use this or a form developed by your organization. Please contact me if you have any questions at 404-727-6644 or via email at harriet.ruskin@emory.edu.

Many thanks for your cooperation. We are certain that the internship experience will be beneficial for both you and «First».

Sincerely,

Harriet M. Ruskin
Director, MBA Program Office
Purpose of the Internship Program

The Internship Program is designed to enhance MBA coursework by allowing students the opportunity to participate in experiential learning activities related to their course of study in the context of an internship.

Roles

School – Goizueta Business School will supervise students participating in the Internship Program. Supervision includes:

♦宋 Sponsoring and structuring the Internship Program.
♦宋 Establishing a monitoring/evaluation system for the student to report to the School on summer internship activities and for the School to evaluate the student’s performance.
♦宋 Serve as a resource to both the student and the employer.

Student – The student assumes the following responsibilities of participation in the Internship Program:

♦宋 Adhere to the employment agreement with the employer (duration of internship, duties, schedule, non-disclosure agreement, etc.).
♦宋 Obtain the Performance Evaluation Form from the MBA Program Office at close of internship and provide it to the employer for completion.

Employer – As the employer of an Internship Program student, we ask that you do the following:

♦宋 Provide opportunities for new skill development and experiential learning activities.
♦宋 Provide guidance and mentoring when available.
♦宋 Complete a Performance Evaluation Form at the completion of the Internship. Please return the completed form to the gbsmbasurvey@emory.edu or via fax: (404) 712-9648. (The MBA student will provide a form if an organizational form is not routinely used.)

Please sign below and return this original memorandum to the address below by mail, fax or scanned email attachment:

Harriet Ruskin
Goizueta Business School, Emory University
MBA Program Office, 1300 Clifton Road
Atlanta, GA 30322
Fax: 404-712-9648
Harriet.ruskin@emory.edu

Employer’s Signature (HR representative or Manager) Date

Employer’s Address


Student’s Signature Date
«Full_Name»

MBA Program Office Signature
Thank you for providing an internship for one of our MBA students. The internship experience provides an opportunity for the student to apply some of the theory from the classroom to the workplace. In addition, the employer can provide valuable feedback to the student in preparation for the full-time job search this year. We would appreciate it if you would take a few minutes to complete this evaluation, discuss your comments with the student, if possible, and return it to Harriet Ruskin: fax: 404-712-9648, gbsmbasurvey@emory.edu or by mail - 1300 Clifton Rd NE, Atlanta, GA 30322. Once again, we appreciate your interest in our internship program and your support of our students.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Co Name</th>
<th>Start to End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>Name of Company</td>
<td>Dates of Internship</td>
</tr>
</tbody>
</table>

1. What was the student’s most significant accomplishment during the internship?  

   ____________________________________________________________  

   ____________________________________________________________  

   ____________________________________________________________  

2. Can you provide some examples of initiative taken by the student?  

   ____________________________________________________________  

   ____________________________________________________________  

   ____________________________________________________________  

3. In what areas should the student concentrate efforts for improvement?  

   ____________________________________________________________  

   ____________________________________________________________  

   ____________________________________________________________  

Please rank the following traits as you observed them during the student’s internship:

<table>
<thead>
<tr>
<th>Trait</th>
<th>Very Weak</th>
<th>Weak</th>
<th>Good</th>
<th>Strong</th>
<th>Very Strong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving and Thinking Skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Management and Organizational Ability</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Team Leadership – Ability to Persuade/ Motivate Others</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Personality and Cultural “Fit”</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Adaptability/Flexibility</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Name and Title of Supervisor    Email Address    Signature of Supervisor