



Brandeis University

INTERNATIONAL BUSINESS SCHOOL

Internship Faculty Advisor Form

This section must be completed by the Faculty Advisor who will be supervising your internship. After completion, please bring your job offer letter and this form to Matthew Rocker at IBS for review.

To be completed by student:

1) Employer Information

Company Name: _____

Supervisor: _____

Address of Internship Site:

Company Phone Number: _____

Dates of training: From ____ / ____ / ____ To ____ / ____ / ____

Field of Internship (Business, Economics, or Finance):

Responsibilities:

Check one: ☐ Part-Time (under 20 hours per week) ☐ Full-Time (summer only)

To be completed by advisor:

2) How will the student's work be evaluated for academic credit?

3) When will the student need to submit materials in order to complete the academic component of the work?

Signature of Faculty Advisor: _____

Print Name & Title: _____

Date: _____ Extension: _____