The Ralph W. Ketner School of
Business Experiential Learning

The Role of the Student

- ❖ **Ask for advice, guidance**
- ❖ **Be open to share your ideas and open to accept your supervisor's feedback**
- ❖ **bring questions to your supervisor if you do not understand a task**
- ❖ **be proactive**
- ❖ **follow through on any action plans that are developed by you and your supervisor**
- ❖ **actively pursue your goals – be goal-oriented**
- ❖ **seek out your supervisor…don't wait for him/her to contact you**
- ❖ **Proactively maintain close contact and encourage open communication**
- ❖ **Seek to develop career finding, networking, and resume building skills**
- ❖ **Be open to developing your knowledge and understanding of business**
- ❖ **Work to apply classroom education/knowledge to the practical business world**
- ❖ **Be introspective – try to understand yourself, your goals, your motivations**
- ❖ **Maintain privacy/confidentially**

Responsibilities of the Student

For an internship program to succeed, both students and supervisors alike must commit to establishing a partnership based on open communications, productive, and proactive interaction. This requires the following:

- ❖ **Actively seek out the supervisor for advice.**
- ❖ **You should keep in contact using face-to-face meetings, email, telephone, or texting.**
- ❖ **Establish a schedule early on in the experience.**
- ❖ **Fill out the appropriate paperwork in a timely fashion and maintain communication with your faculty advisor.**
- ❖ **You represent The Ralph W. Ketner School of Business and Catawba College and our expectations are that you will:**
  - o **Dress appropriately;**
  - o **Be punctual – always on time;**
  - o **Be prepared – always for each meeting**
  - o **Be respectful – to all you encounter; and**
  - o **Be gracious – let people know you appreciate their time, interest in you, and the benefit you will gain from this experience.**

I have read and understand the expectations of the roles and responsibilities as a student in the Experiential Learning program through The Ralph W. Ketner School of Business at Catawba College.

Student signature_____

Date_____