

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:
 - Dress appropriately;
 - Be punctual – always on time;
 - Be prepared – always for each meeting
 - Be respectful – to all you encounter; and
 - 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 _____