

Name _____ Due Date _____

Training Station _____

Instructional Management Plan for Marketing Internship Program

Instructional Area: Academic Development

To fulfill program requirements, student must maintain
employment records for marketing internship

Rating ☐ Acceptable ☐ Marginal ☐ Unacceptable

Employer Signature _____

Application Experience: Recording the hours you have worked at your job site is a key component in receiving credit for the Marketing Internship Program. You can receive ½ credit if you work 180 hours per semester or you can receive 1 credit if you work 360 hours per semester. However, these hours must be recorded and documented to receive the credit. You will confirm the hours you have worked in the following ways:

1. Bring all pay check stubs and file them in your 'Hours Worked Record' folder
2. Record your hours worked on your 'Hours Worked Record' sheet
3. Record your hours worked on the spreadsheet

Your 'Hours Worked Record' folder will have the following information:

1. 'Hours Worked Record' sheet. This will be used to record your schedule of hours to work, actual hours worked, total hours worked to date, and money earned per pay period.
2. Pay Check Stubs
3. General Job Information Cover Page that includes the following:
 - a. Your name
 - b. Job site name/logo
 - c. Job site address
 - d. Job site phone number
 - e. Your phone number (home and cell)
 - f. E-mail address
 - g. One thing that most people do not know about you.