

KAUFFMAN ENTREPRENEURIAL INTERNSHIP AGREEMENT

INTERN NAME: _____

STREET: _____

CITY: _____ STATE: _____ ZIPCODE: _____

Phone: _____

I understand that acceptance of this internship and any stipend associated therewith obligate me to this agreement. Any falsification or misrepresentation of this agreement or failure to comply with these requirements within a reasonable period of time may result in the withholding of any/all payments to me from the Kauffman Foundation fund. If payments have already been made, such payments are subject to immediately repayment to Viterbo University Kauffman Entrepreneurial Internship fund.

Basic Requirements:

1. Prior to substantial start of this internship, conduct a thorough literature review and write and have accepted by the Dahl School of Business a research paper (5 - 15 pages) dealing with various aspects of entrepreneurial operations;
2. During the internship, keep a confidential and comprehensive daily journal of my day-to-day experiences and tasks performed; this journal may be reviewed at any time by the dean of the Dahl School of Business;
3. Within two weeks prior to completion of the internship, or one week prior to final exam week of the current semester (whichever is shorter) submit a final paper summarizing the knowledge, skills and benefits achieved during my internship. The paper must be typed in a professional writing style, be 15 to 30 pages in length, and found acceptable to the Dahl School of Business prior to credit being issued for the internship.

I attest that I am:

1. In sound academic standing (in upper 1/3 of class) and in solid ethical standing in all college-level work;
2. No less than a sophomore in my major academic area of Viterbo University.

I have read, understand and agree to comply with this Kauffman Entrepreneurial Internship Agreement.

(Intern signature)

(date)

(for the Dahl School of Business)

(date)

COPIES TO: Intern
Intern's file