

### Internship Employer Information

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#### Internship Duties

Internship duties are flexible but must align with a student's major. The intern will work with their manager to develop learning objectives for the internship. These learning objectives are then approved by faculty.

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#### Hours Needed

A 3-credit internship requires a minimum of 240 hours over at least 10 weeks of the semester.

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#### Confirmation of Placement

Once a student is offered a position, they will provide a link to a confirmation of placement form that is submitted online by HR or a manager.

4

#### Performance Feedback

The intern will provide links to mid-term and final performance evaluations. However, please reach out with questions or concerns at any point in the semester.

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#### For Additional Information or Questions

Jennifer Njenga, Internship Director, College of Business  
[JenniferNjenga@ferris.edu](mailto:JenniferNjenga@ferris.edu) or 231-250-3049

Criminal Justice, TDMP, Digital Animation and Game Design, Hospitality Management, PGA Golf Management, Professional Tennis Management and Design programs have a separate internship registration process. You can find the program coordinator information for these programs at [www.ferris.edu/business/](http://www.ferris.edu/business/)