



**ISQS 4382 – INTERNSHIP IN INFORMATION SYSTEMS AND QUANTITATIVE SCIENCES**

**ATTACHMENT A – INTERN DUTIES AND RESPONSIBILITIES FORM**

INTERN NAME: \_\_\_\_\_

COMPANY INTERNSHIP SPONSOR NAME: \_\_\_\_\_

Thank you for allowing our student(s) the opportunity to intern with your company, and for your support for the Area of Information Systems and Quantitative Science (ISQS) in the Rawls College of Business at Texas Tech University.

To help us better understand the kinds of work our students will engage in as interns, so that we can more fully help them and future students to succeed in internships (and ultimately, full-time employment), will you briefly answer the following questions about the specific duties and responsibilities the above-named student will engage in as an intern with your company? Thank you!

1. In a few words, describe the work the intern will perform during the internship.

2. What duties and responsibilities will the intern have?

3. Describe a typical work day/ week for the intern.

4. How would you determine if an internship has been successful?

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_