Business Administration 401 – Business Internship Course
Employer Internship Verification Letter (EIVL)
Required for entry into BA 401-Summer 2013

Students registered in BA 401 need to secure an Employer Internship Verification Letter (EIVL), using the instructions below. If the employer is also completing a Service Learning Agreement (SLA) with its accompanying questionnaire, the EIVL should be done at the same time. Once the EIVL and the SLA with accompanying documents are complete, submit them to Linda Guzzo as soon as possible, but no later than Friday, May 3, 2013. The Student Profile should also be submitted at this time. If an SLA in already in place for the organization, the deadline for submitting the EIVL and Student Profile is Friday, May 17, 2013.

Instructions for Employer
To verify that the SDSU student enrolling in BA 401 has an internship with your organization, we ask that you compose an EIVL that includes the information below. The EIVL can be emailed as an attachment with the other required documents to lguzzo@mail.sdsu.edu

a. Your company name, logo and contact information  
b. Address the EIVL to the attention of Linda Guzzo, SDSU College of Business  
c. The name of the student completing the internship  
d. The name, title and contact information of the person supervising the intern  
e. A detailed description of the internship duties  
f. Number of hours per week that the student will be interning at your organization (note maximum is 20 hours per week)  
g. The dates of the internship should coincide with the semester start and end dates, which for summer 2013 are May 22, 2013 - August 15, 2013.

Note, that if you are also completing a Service Learning Agreement (SLA) and accompanying documents, the EIVL and these documents should be submitted together.

REMINDER TO STUDENTS: If the SLA is already on file, the two documents that are required for BA 401 are the Employer Internship Verification Letter (EIVL) and the Student Profile.

Contact information:
Linda Guzzo  
College of Business Administration  
San Diego State University  
5500 Campanile Drive, EBA 431  
San Diego, CA 92182 – 7746  

Please direct questions to Linda Guzzo at (619) 594 – 0435 (tel.) or email: lguzzo@mail.sdsu.edu

BA 401 information: http://cbaweb.sdsu.edu/cci/internships/students