

**Newport Business Institute**  
**Externship · SPECIFICATIONS-business**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Program: \_\_\_\_\_ Quarter Participating: \_\_\_\_\_

Participating Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Ext: \_\_\_\_\_

Email Address: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student must complete and submit a three-paged paper, which explains how their coursework at Newport has benefited them, and what they learned while on their externship. Students are required to hand in all materials, time sheets, evaluations, etc. The student's final grade will be based on the above. ***If any of the requirements is not completed, the student's transcript will reflect an incomplete grade until requirements have been met.***

I read, understand, and have agreed to comply with the above mentioned requirements.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Externship Coordinator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_