

Fieldwork Instructions for Employers

Fieldwork is an integral part of a student's established school curriculum. Fieldwork allows students to apply their classroom knowledge to their internship/work environment. Since Fieldwork is a part of the Columbia University Department of Statistics' curriculum, students must register for a Fieldwork course, after obtaining the necessary approval from their advisor and the department.

The student is required to submit the following to the department and the student's career advisor:

- A job proposal for approval of the internship before the start of the internship. In consultation with the department, the student's career advisor approves that the internship is an integral part of the student's curriculum.

- A Fieldwork application and work authorization documentation (if required for international students) before the start of the internship.

- A report at the end of the internship, after it has been reviewed and approved by the student's internship supervisor.

Intern / Employee Name: Title:	Evaluation for the period:
Employer / Intern Supervisor: Title:	Department:
EMPLOYER UNDERSTANDS:	
<ul style="list-style-type: none"> • Upon completion of the student's employment, the student's internship supervisor must review the student's report on his/her achievements and verify that the report does not contain any confidential or proprietary company information. • At the Department of Statistics request, or the career advisor, the student's internship supervisor agrees to speak with us regarding the student's performance. 	
Employer Representative Name: Employer Representative Signature: Date:	