

JobGate

Online Internship and Job Placement

Bocconi

User's guide

Introduction

JobGate is a tool that Bocconi University students and recent graduates (Bachelor and Master of Science) may use to:

1. access internship and job offers updated daily --for Italy and abroad (Option 1);
2. access Internship Programs (Option 2);
3. check the status of their internships (Option 3);
4. access other opportunities (i.e. business game announcements)

Password

Bocconi students and graduates (hereinafter referred to as the “User”) access JobGate through user ID and password provided by Università Bocconi. The User is responsible for the confidentiality and safekeeping of login credentials and for the correct use of the JobGate account.

The User acknowledges the confidentiality of login credentials and may not access through another User’s account or divulge or disclose personal credentials to third parties.

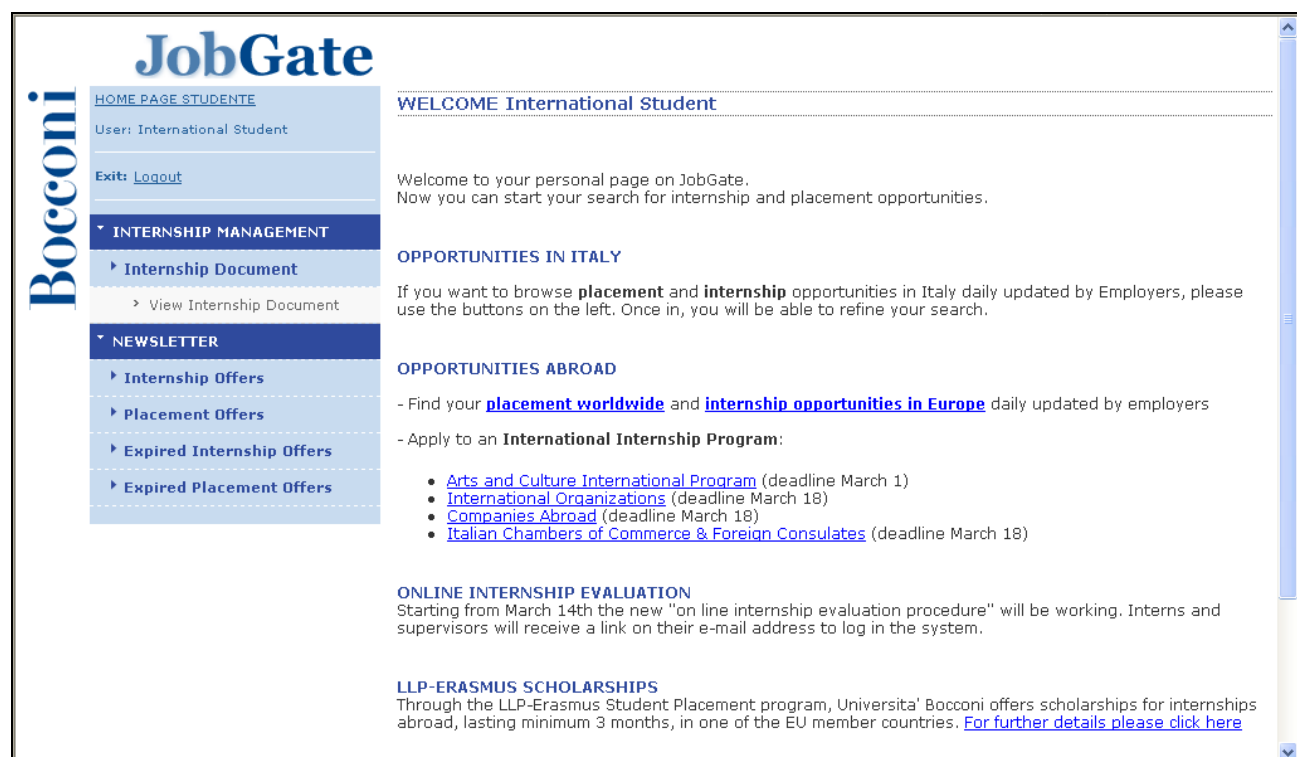
In case of theft of login credentials and/or unauthorized use of one’s account by third parties, the User must report it immediately to Università Bocconi JobGate Administrator.

Inappropriate or illegal use of JobGate login credentials, including impersonation, will result in a penalty unilaterally decided by Università Bocconi.

The student who makes improper use of login credentials will be reported to the “Disciplinary Board” which will apply the penalty it deems most appropriate.

Università Bocconi Administrator reserves the right to report JobGate inappropriate/illegal use to competent law enforcement authorities.

Fig.1 – Welcome Page



The screenshot shows the JobGate website interface. On the left is a vertical navigation menu with the Bocconi logo and several categories: HOME PAGE STUDENTE, INTERNSHIP MANAGEMENT, and NEWSLETTER. The main content area is titled 'WELCOME International Student' and includes a welcome message, sections for 'OPPORTUNITIES IN ITALY' and 'OPPORTUNITIES ABROAD', an 'ONLINE INTERNSHIP EVALUATION' notice, and 'LLP-ERASMUS SCHOLARSHIPS' information.

JobGate

HOME PAGE STUDENTE
User: International Student
Exit: [Logout](#)

▼ INTERNSHIP MANAGEMENT
▶ Internship Document
 > View Internship Document

▼ NEWSLETTER
▶ Internship Offers
▶ Placement Offers
▶ Expired Internship Offers
▶ Expired Placement Offers

WELCOME International Student

Welcome to your personal page on JobGate.
Now you can start your search for internship and placement opportunities.

OPPORTUNITIES IN ITALY
If you want to browse **placement** and **internship** opportunities in Italy daily updated by Employers, please use the buttons on the left. Once in, you will be able to refine your search.

OPPORTUNITIES ABROAD
- Find your **placement worldwide** and **internship opportunities in Europe** daily updated by employers
- Apply to an **International Internship Program**:

- [Arts and Culture International Program](#) (deadline March 1)
- [International Organizations](#) (deadline March 18)
- [Companies Abroad](#) (deadline March 18)
- [Italian Chambers of Commerce & Foreign Consulates](#) (deadline March 18)

ONLINE INTERNSHIP EVALUATION
Starting from March 14th the new "on line internship evaluation procedure" will be working. Interns and supervisors will receive a link on their e-mail address to log in the system.

LLP-ERASMUS SCHOLARSHIPS
Through the LLP-Erasmus Student Placement program, Università Bocconi offers scholarships for internships abroad, lasting minimum 3 months, in one of the EU member countries. [For further details please click here](#)

Viewing and Applying For Internship and Job Offers (Option 1)

Using the menu on the left, you may consult the current job and internship offers as well as an archive of those already expired. We suggest you to visit the website frequently since the offers are updated on a daily basis.

Once you’ve selected the type of offer (internship or job), a Search Page will open (Fig. 2).

You will be able to see all the available opportunities or narrow your search to Italy, outside of Italy (the offers in Italy are selected automatically); specific department; profile or company sector by selecting the appropriate box and clicking “Go”.

Fig.2 – Search Page

The screenshot shows the JobGate search interface. On the left is a vertical navigation menu with the Bocconi logo and links for 'HOME PAGE STUDENTE', 'Logout', 'INTERNSHIP MANAGEMENT' (with sub-links for 'Internship Document' and 'View Internship Document'), 'NEWSLETTER', and 'Internship Offers' (with sub-links for 'Placement Offers', 'Expired Internship Offers', and 'Expired Placement Offers'). The main search area is titled 'INTERNSHIP OFFERS' and includes several filters: 'Search by profile:' (All), 'Search by functional area:' (All), 'Activity Sector:' (All), 'Search by activity detail:' (All), 'Country:' (radio buttons for ITALY and ABROAD), 'Reserved only to differently able people:' (checkbox), and 'Entry date:' (dropdown). Below these is a 'Or search by keyword:' section with a text input field and a 'go' button. The footer contains 'Università Commerciale Luigi Bocconi', the date '09 Mar 2011 08:51:42', and a 'Credits' link.

You will be shown all the offers corresponding to the criteria you’ve selected in your research (Fig. 3). On each offer, you will find information about the employer as well as the skills/academic qualifications requested.

Fig. 3 - Search Results

JobGate

HOME PAGE STUDENTE
User: International Student
Exit: Logout

INTERNSHIP MANAGEMENT
Internship Document
View Internship Document

NEWSLETTER
Internship Offers
Placement Offers
Expired Internship Offers
Expired Placement Offers

INTERNSHIP OFFERS

Search by profile: All
Search by functional area: All
Activity Sector : All
Search by activity detail: All
Country: ITALY Prov. All ABROAD
Reserved only to differently able people:
Entry date: [dropdown]

Or search by keyword: [input]

NUMBER OF OFFERS FOUND: 5

LIST OF OFFERS STAGE

Offer N.	23183 - GO TO FILE
Date of Offer	03/03/2011
Expiring Date	17/03/2011
Company	Ondra Partners
Location	London

By clicking on "Go to Dossier", a new window will open and you will find all the details about a specific offer (Fig. 4). You can apply for the position by clicking on the appropriate link.

Fig.4 - Offer Details

INTERNSHIP FILE	
Company:	Ondra Partners
Ref. N.:	abroad - Ondra Partners_Internship
Approximate starting date:	05/09/2011
Duration (in days):	180
Reserved only to differently able people:	NO
Internship	
Functional Area - please select Other only if not available in the list:	Budget, Accounting and Finance
Location:	London
Job description	
<p>Ondra Partners is a corporate finance advisory firm established in October 2008 with offices in London, Stamford and Paris. Our partners have an average of 20 years experience in the financial services industry with previous leadership positions at a number of international investment banks including Lehman Brothers, BNP Paribas, Morgan Stanley, Goldman Sachs, Lazard, and Rothschild. Our multinational team provides our clients with strategic corporate finance advice spanning capital markets, restructuring and mergers & acquisitions. We are looking for an intern based in our London office for a minimum period of six months commencing in September 2011. We will also have an opening for a winter intern commencing in January 2012. Our internship program provides a comprehensive practical insight into corporate finance and capital markets advisory, offering individuals an exceptional platform from which to launch their career. From the outset our interns work closely with teams of experienced banking professionals and are expected to contribute to client projects in an analyst capacity. The nature of the work is highly analytical and involves applying a wide range of corporate finance concepts in carrying out financial modelling, research and analysis of financial data and related tasks as part of the client work.</p>	
profile	
Training required:	Student Master of science
Linguistic knowledge:	Inglese Advanced
IT skills:	a good working knowledge of Microsoft Office applications (Excel and PowerPoint).
Specialistic knowledge:	We are looking for a candidate with exceptional analytical skills, understanding of financial concepts, including knowledge of company valuation fundamentals and basic financial modelling. Any previous work experience in a finance related area is an advantage. In addition, the candidate must be fluent in English, other languages are an advantage.
Personal	Proven interest in financial markets. Professional drive, strong initiative and ability to work in a team environment

Should you wish to apply for a position, click on the link found in the dossier. If you need to apply through a company website, a new window will open with an application form.

Please Note: You must include in the attachment all the documentation requested by the company (i.e. CV and cover letter, a list of your exams, etc.) in a single file.

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Bocconi

Subject N.Rif: [Barcode]
 Company name [Barcode]

Student ID iwstudent
 Name
 Surname
 E-mail (*)

Upload your CV (*) [Stoglia...]

NB Before sending your profile please check that the file contains the necessary documents (CV; photo and motivation letter, if required). The maximum document size allowed is 500 Kb.

Message text (*)

(*) Compulsory fields. Please consider that incomplete or incorrect applications will not be taken into consideration.

SEND YOUR PROFILE

Operazione completata Trusted sites

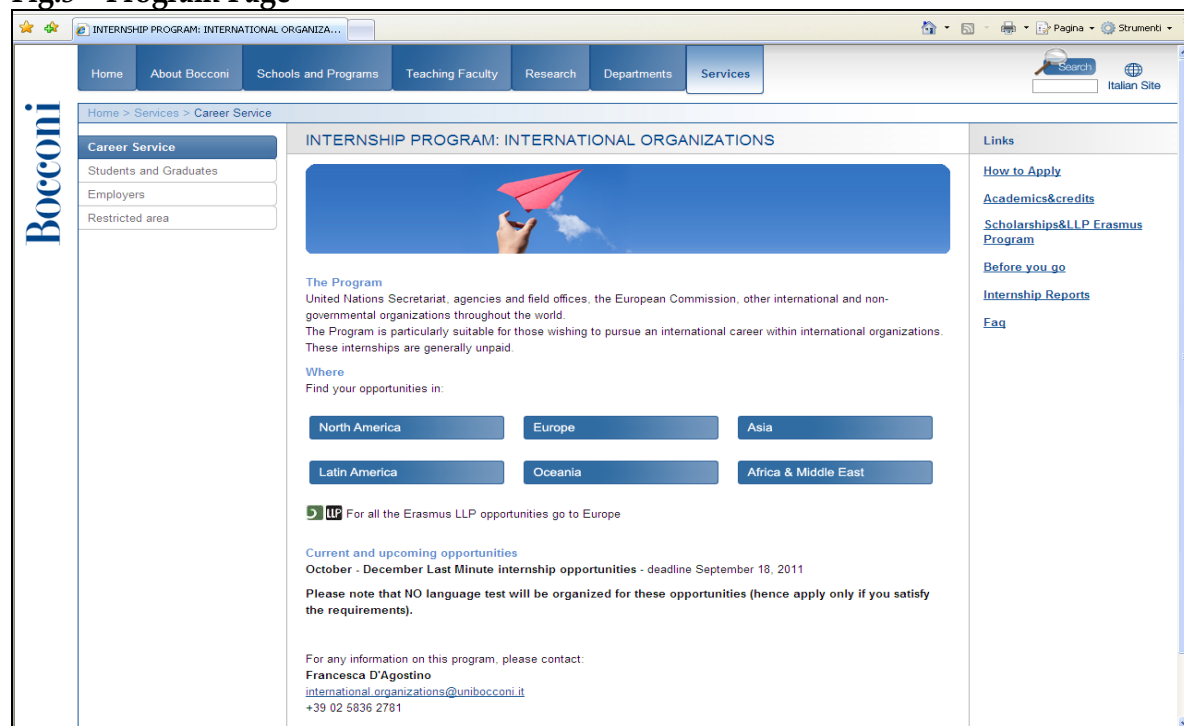
Accessing the Internship Programs (Option 2)

If you’re interested in one of the Internship Programs, please click on the link found on your personal “welcome” page.

You will be sent to the page describing each program (Fig 5), where you will find:

- the internship opportunities, divided by country;
- how best to apply, in the menu on the right.

Fig.5 – Program Page



Menu Options on the Right

- **How to apply:** contains the sections:
 - **Eligibility:** lists the academic requirements (i.e. year of enrollment, language skill level, etc.) needed to apply for the position, as well as the link to enroll for language exams, if necessary.
 - **The application process:** descriptions of the application processes and information on how to check your language level.
 - **The selection process:** general information on how to meet the programs’ deadlines, the duration of the selection process and the length of the internship.
- **Deadlines:** the period of the internship, the dates the offers were posted and the application deadlines.
- **Academics & Credits:** information on how to recognize internships as curricular activities.
- **Scholarships & LLP Erasmus Program:** links you to the ISU and Erasmus scholarships.
- **Before you go:** a description of things to do prior to the start of the internship.
- **Internship Reports:** reports written by the students who have already completed this training experience. Here, you will find details about the country of stay, the visa process, housing, and the city together with other information to help to ease your transfer to the destination country.
- **FAQ:** frequently asked questions.

Accessing the International Arts and Culture Program (Option 2)

If you’re interested in an opportunity in the International Arts and Culture Program, please click on the link found on your personal “welcome” page.



You’ll be sent to the page describing the Program (Fig 5). In the menu on the right you will find:

- useful information
- how to apply
- offers online; click on the company name to read the description of the individual internships and information about how to apply

Fig.5 – Program Page



The screenshot displays the Bocconi JobGate website interface. On the left is the vertical Bocconi logo. The main content area is titled "ARTS AND CULTURE INTERNATIONAL PROGRAM". It features a blue header for "Internship & Placement online" and a right-hand navigation menu with links for "Useful information", "How to apply", and "On-line Offers". The main text includes a notice about fresh offers being published on February 14th, a description of the program's focus on cultural institutions, and a list of two tentative internship periods: November (January-June) and February (June-December). Contact information for additional info is provided at the bottom.

	<p>Internship & Placement online</p>	<h3>ARTS AND CULTURE INTERNATIONAL PROGRAM</h3> <p>Fresh on-line offers will be published on February 14th</p> <p>Opportunities made available in different periods will be published on Jobgate and may be consulted by selecting Internship Offers abroad.</p>  <p>The Arts and Culture International Program offers concrete internship opportunities to deal with cultural institutions in Europe and in the world.</p> <p>The opportunities will be published twice a year:</p> <ul style="list-style-type: none">• November: tentative internships start period January-June• February: tentative internships start period June-December <p>The Program is dedicated to the Bocconi students and graduates. Main employment areas could be marketing and communications, organization of events, fundraising, administration.</p> <p>For additional info: artsculture@unibocconi.it</p>	<p>Collegamenti</p> <ul style="list-style-type: none">Useful informationHow to applyOn-line Offers
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Internship

How to formalize an internship

If you’d like to collect information about your internship, you can use the JobGate option “Viewing the Internship Document”. The Internship Document is prepared by the University and the Company/Institution. It contains your (the intern’s) personal data, specifics about the internship (workplace, office location, duration, company and university supervisors, the department in which you’ll be placed, and a description of your general activities) as well as the details of the Bilateral Internship Covenant between the University and the Company.

Please note: starting from August 2013, Università Bocconi will prepare a document called “Internship Agreement” (you can find a draft of the document at the end of this manual), which includes the content of an Internship Document and an Internship Covenant. Please note that the Internship Agreement will be active for this internship only.

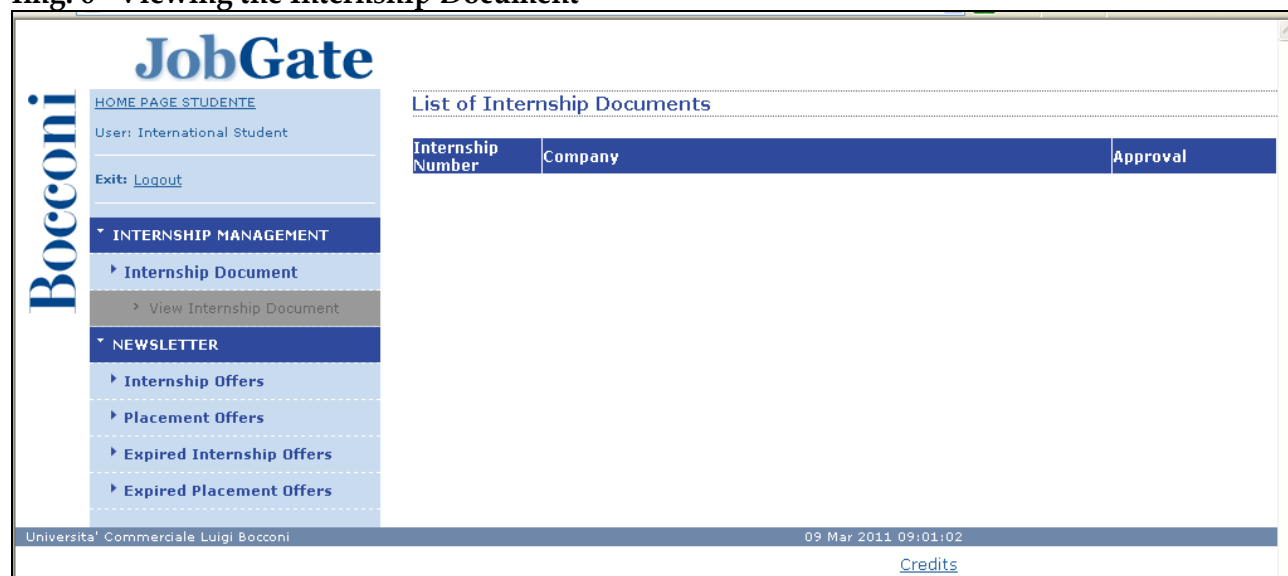
The Company/Institution will fill in the Internship Document online, as soon as the selection process has been completed. *Please note that if you are Non-EU citizen, you need to send to the Internship Office (via Help&Contact procedure, available on your You@B agenda) data related to your Permit of Stay (i.e. number of Permit, Release and Expiration Date, Motive and Releasing Office). In case you will not provide this data, the Internship Office will not proceed with the formalization process.*

Università Bocconi will prepare the document within 5 working days from its completion. Internships must begin on Monday. The minimum length for a curricular internship (for which you get academic credits) is 12 weeks (84 days) in Italy and 10 weeks (70 days) if abroad. In both cases, it may last no longer than 6 months (180 days). The successful formalization of internships will be notified to the Company/Institution via e-mail.

Access the course “Internship...let’s go!” available under “[Extracurricular Courses](#)” on Bocconi e-learning website, using your Bocconi username and password. There you will find both an English and an Italian version available for undergraduate and graduate curricular --and non-curricular-- internships. This preparatory course must be completed before you come to pick up the documents needed to begin your internship. Once you pass the test, you will collect the internship documents at the Welcome Desk (One-stop service center) starting as of the Wednesday prior to the start date of the internship. For all kinds of internship (curricular and non curricular), the internship document in duplicate must be signed by the intern and the company supervisor. A copy must be sent via fax to Università Bocconi (n. +39 02 58365705) on the first day of internship. The original copies go to the intern and the company/institution.

In this guide, you will find a draft of the Internship Documents (containing information about the insurance policy), which include details about the intern’s responsibilities, the company’s duties and general warnings.

Img. 6 - Viewing the Internship Document



Changes to the Internship Status

There may still be changes made to an internship even after it has been confirmed. Using the “Change Status” option on JobGate, the Company/Institution informs the University of any extensions/temporary interruptions/withdrawals etc., selecting among the options given.

As for changes in status, please note the following:

Extensions: companies/institutions can extend the length of an internship, the maximum duration is 180 days (6 months), thus the extension should not exceed this length of time.

Temporary interruption: The University must be informed of temporary interruption of an internship lasting three or more consecutive days (maximum 30 days), for reasons such as sickness, company or national holidays, etc. This period must be made up for at the end of the internship with an extension, especially in the case of curricular internships if the temporary interruption influences the minimum mandatory length.

Interruption: the interruption of an internship is allowed only for justified reasons. The company/institution is asked to indicate the interruption date and fill in the Motivation box with the reasons for this change of status.

The University evaluates the reasons and eventually approves the “change status” request. Please note that in case of internship interruptions, you will not be allowed to formalize a new internship for a month (30 days).

Withdrawal: the candidate's withdrawal is permitted only for serious reasons. Both the company/institution (via e-mail) and the intern (via Help&Contact, available on the You@B agenda) should communicate the withdrawal to the Internship Office, explaining the reasons. The University evaluates the reasons and eventually approves the “change status” request. Please note that in case of withdrawal, you will not be allowed to formalize a new internship for a month (30 days).

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All changes in status must be viewed and approved by the Internship Office prior to being made 'active'. It is not possible to enter a new change in the system until the previous one has been approved. The change in status will not be visible online until Università Bocconi has approved it. You can check the status of your internship by clicking on "Viewing the Internship Document" under Status (Img. 7).

Img. 7 - Status

JobGate

User: [ADMIN](#)
Impersonifica:
Exit: [Logout](#)

COMPANY DATA MANAGEMENT

- Modify data
 - View Company Profile
- Contacts
 - Create new contact
 - Contacts
- Locations
 - Create new location
 - Location

INTERNSHIP MANAGEMENT

- Request Internship Covenant
- Fill in Internship Document
- View/Modify Internship Document
- Check/Modify Internship Covenant

INSERT NEW OFFERS

CHANGE OF INTERN'S STATUS ■■■■■ ■■■■■ ■■■■■
FOR THE INTERNSHIP WITH Internship document CODE ■■■■■

Status:

from:

to:

Motivation:

Duration (in days) 61
Internship Completed

Go

Change the Status:

status	from	to	approved	
Active	02/08/2010	01/10/2010	Yes	Modifica

Instructions for requesting Curricular Authorization

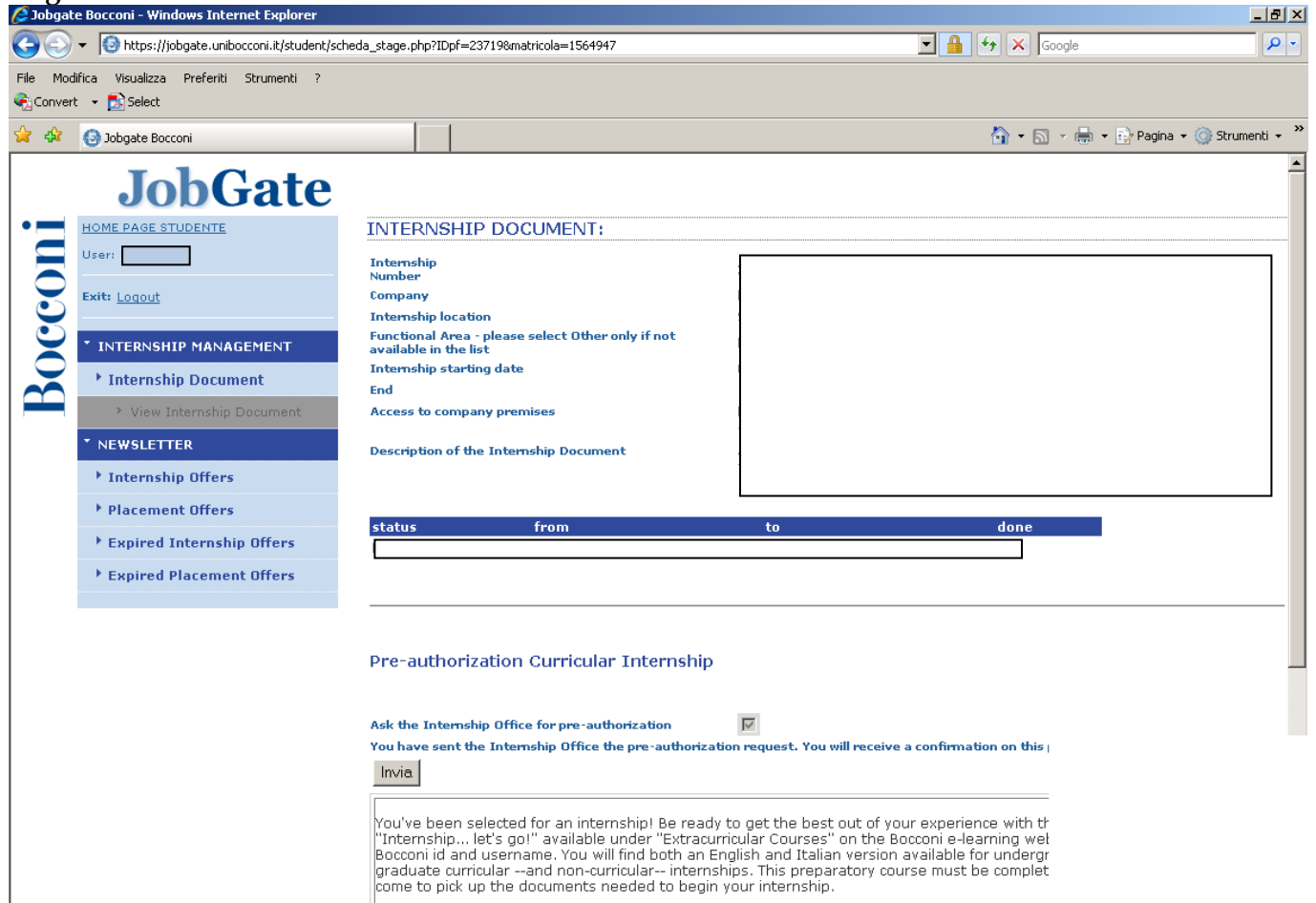
After the Company fills in the Internship Document on JobGate, you can inform the Internship Office about your willingness to recognize it as curricular.

- If you are an **UNDERGRADUATE** student: before your internship begins, you have to ask authorization to the Internship Office via JobGate, ticking the box in *Img. 8*. After 48 hours, clicking on "Viewing the Internship Document" you will be able to see if your request has been accepted by the Internship Office. Please note that if no authorization request is submitted, the internship won't be recognized as curricular.

- If you are a **GRADUATE** student: before your internship begins, you have to ask authorization to the Master of Science Course Director, following the instructions you find on the University Guide. Once you get approval from the Course Director, you will be able to tick the box and paste the e-mail correspondence with the Course Director. After 48 hours, clicking on "Viewing the Internship Document", you will be able to see if your request has been accepted by the Internship Office. Please note that if no authorization request is submitted, the internship won't be recognized as curricular.

Please note: if you are enrolled in the Master of Science in **Management** and you found an internship on JobGate (or other University Programs), before your internship begins, you have to ask authorization to the Internship Office via JobGate, ticking the box in *Img. 8*. After 48 hours, clicking on "Viewing the Internship Document" you will be able to see if your request has been accepted by the Internship Office. Otherwise, if you found an internship on your own, please refer to the procedure for Graduate students. In both cases, please note that if no authorization request is submitted, the internship won't be recognized as curricular.

Img. 8



JobGate - user's guide

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INTERNSHIP DOCUMENT

BASED ON INTERNSHIP COVENANT (N. LIBRO MASTRO DEL DATA STIPULA LIBRO MASTRO GG/MM/AAAA)
AGREED BETWEEN BOCCONI UNIVERSITY AND NOME ENTE OSPITANTE

Intern: Nome COGNOME

Registration number: cifre

Degree course: acronimo corso laurea

Year of attendance: cifra

or Graduation date: GG/MM/AAAA

Date and place of birth: Città gg/mm/aaaa

Fiscal Code:

Home address: indirizzo n. civico, Città (Pv)

Curricular internship authorization: Yes /No

The University supervisor: Nome Cognome

The Host Institution supervisor: Nome Cognome

Location of the internship: RAGIONE SOCIALE ENTE OSPITANTE indirizzo n. civico, Città (Pv)-Stato

Department: area funzionale jobgate

Financial aid:

Duration of internship: cifra gg

starting from gg/mm/aaaa to gg/mm/aaaa

Suspension: to be communicated

Insurance policy (on charge of University):

-accident during the job

(INAIL position no. 6477566/51 and Chubb Insurance Company of Europe S.E. no. 64804072)

-civil liability (INA ASSITALIA position no. 054/01236124)

OBJECTIVES AND CONTENTS OF THE INTERNSHIP

INTERN'S DUTIES

- The intern will carry out the activities and guidelines outlined in the educational content and follow the directions of the Host Institution supervisors.
- The intern will respect hygiene, safety and health regulations in the workplace.
- The intern will regard as confidential any data, information or knowledge concerning performance and product processes acquired during or after the internship.
- The intern will be required to complete the Final Internship Evaluation regarding the internship activities and a final report for an internship found with the International Programs.
- The intern should request verification and authorization for any material or work used for purposes external to the Host Institution.
- The intern must request in advance the pre-authorization for the curricular internship either to the Master of Science Program Director or to the Internship Office, as indicated in the Guide to the University. In case the intern doesn't ask for the pre-authorization or the answer is negative, the internship will not be recognized in the study plan.

HOST INSTITUTION'S DUTIES

- The Host Institution will assign the role of the intern's "supervisor" to a professional expert.
- During the internship, the Host Institution will inform the University in advance regarding: changes to work hours, disruptions (ex. holiday or summer closings), interruptions.
- The Host Institution allows the intern to go to University during the internship period for exams or tests.
- At the end of each internship, the Host Institution will complete the Final Internship Evaluation and draw up a certification regarding the internship's nature and length. Using these documents, the University reserves the right to evaluate the educational content and competencies acquired during the experience completed in the Host Company/Organization.

WARNINGS

An interruption of an internship which is initiated by the intern will result in a one-month suspension from the possibility of formalizing another internship.

The Host institution and the intern are asked to communicate positive or negative feedback during the internship in a timely manner to the university supervisor.

The University reserves the right to monitor the internship, in order to verify the actual performance of the experience and the observance of the Internship Document agreement. If the student is repeatedly unavailable, the internship will be deemed null, in which case a communication will be sent in a timely manner to the intern and to the Host Institution.

Date _____

The University

The Intern

The Host Institution

INTERNSHIP AGREEMENT

This agreement defines the relationship between **Università Commerciale Luigi Bocconi, Via Sarfatti, 25, 20136 Milano, Italy Tax Identification Number 80024610158**, referred to herein as “University”, and represented by Special Proxy, Mrs. Aida Riolo, Internship Office Coordinator, Markets and External Affairs Division and the Company / Institution **Business Name, Street Address, City, Postal Code, Country** represented by Name, Last Name, referred to herein as “Host Institution” and governs the internship which will take place in the aforementioned Host Institution, made by Università Bocconi student or graduate, here below called the “Intern”.

The Intern: **Mr./Ms.**

Registration number:

Degree course:

Year of attendance:

or Graduation date:

Date and place of birth:

Home address:

ART.1: The objective of the internship program, which has been agreed upon between the Host Institution and the University, is to permit interns to acquire practical knowledge of economic and manufacturing workplaces in order to round out their academic careers.

ART.2: This Agreement refers to the following internship project:

Duration of internship:

starting from ... to ...

Internship location:

Department:

Financial aid:

The Host Institution supervisor:

The University supervisor:

OBJECTIVES AND CONTENTS OF THE INTERNSHIP

ART.3:

In no way whatsoever can the relationship between the intern and the Host Institution be considered as a relationship of professional employment. The Intern’s training activities during his/her time at the Host Company will be followed and monitored by a professional expert in the role of a supervisor, as well as by a University supervisor. The Intern may contact the Company Supervisor with any concerns and their relationship will be free of any hierarchical constraints in regards to the organizational and educational aspects of the internship. During the Internship the Intern must:

-carry out the activities specified in the Internship Document;

-respect the prevailing norms in regards to hygiene, security, and health in the workplace;

-maintain confidentiality about information obtained while carrying out his/her training duties such as data and/or information or knowledge regarding the production processes and products.

The intern can be rewarded with a grant, decided and defined in the amount completely by the Host Institution. In case of further hiring, the internship period can not be considered for ancient title.

ART.4:

The duration of an internship varies from two to six months. University graduates may participate in an internship within and no later than twelve months from graduation. The Intern is permitted to take a leave-of-absence, subject to prior agreement with the Company Supervisor, for any binding academic commitments.

ART.5:

The Host Institution and the intern are asked to communicate positive or negative feedback during the internship in a timely manner to the university supervisor. At the end of each internship, the Host Institution will complete the Final Internship Evaluation and draw up a certification regarding the internship’s nature and length. Using these documents, the University reserves the right to evaluate the educational content and competencies acquired during the experience completed in the Host company/organization.

ART.6:

At the end of the internship, the Host Institution undertakes to draw up a certificate which attests to the duration and content of the internship. The certificate will be given to the intern.

At the end of the internship both the intern and the Host Institution supervisor undertake to fill out the final internship evaluation forms. The intern must also complete a final internship report. All of the aforementioned documents must be submitted to the University upon completion.

ART.7:

During the internship, the Host Institution will inform the University in advance regarding disruptions (ex. holiday or summer closings) and interruptions. An interruption without serious reasons of an internship which is initiated by the intern will result in a one-month suspension from the possibility of formalizing another internship with the University.

ART.8:

For in-company internships taking place in Italy and abroad, the intern will be insured by the University with INAIL insurance (INAIL position number 6477566/51). Should an accident occur to the Intern while he/she is on the job, he/she undertakes to promptly notify both to the University and to the Host Institution with the necessary documentation. The intern will also be covered for Civil Liability through the University insurance (Policy INA ASSITALIA SpA number 054/01236124) for the entire period of the internship. The insurance policies also cover activities performed by the intern outside the workplace of the Host Institution but which are considered part of the internship program. The CEO (or equivalent top manager) of the Host Institution is responsible for safeguarding health and security regulations in the workplace.

ART.9:

The University may make periodic controls during the course of the internship to verify that the internship activities are effectively being carried out by the student. In the case of repeated absenteeism the internship will be annulled and this decision will be promptly communicated to the Intern and the Host Institution.

ART.10:

The parties reciprocally declare to be aware (and expressly consent) that the personal data gathered as a result of and throughout the execution of the present covenant may be used in accordance with Italian law (no.196/2003).

ART.11:

All that is not agreed upon between the parties, or any future controversies which arise from the present agreement, shall be governed in accordance with Italian law (Law no. 196, art. 18 passed on June 24, 1997 and the respective decree, Law no.142 on March 25, 1998; the Law no.148 art.11 on September 14, 2011).

The Host Institution (Signature and stamp)	_____	date	_____
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The Intern (Signature)	_____	date	_____
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The University Special Proxy (Signature and stamp)	_____	date	_____
--	-------	------	-------