

July 31, 2012

Matt Painter  
Graduate Intern Coordinator  
McCoy College of Business  
Suite 530  
601 University Drive  
San Marcos, TX 78666

Matt:

We are seeking one graduate intern for the summer semester and two graduate interns for the fall semester to assist our professional business advisors with client research, data input and analysis, and client action items. This work is highly sensitive, represents real financial risk to the client, and requires impeccable integrity. All work will be performed under the guidance of the SBDC Director and includes assignments from assigned advisors with various client activities. The Director will provide orientation to include introductions to tools, best practices, client management, and structured research.

Each intern will be required to follow the research, data management, and client information management protocols including signing and adhering to required confidentiality, conflict of interest, and standards of conduct agreements.

The intern must have an understanding of research data bases and methodologies, understanding of financial statements and analysis, and an understanding of the framework, content requirements, and validation points of a business plan.

The intern will be compensated with a \$1,500 stipend at the successful completion of the assigned course work. All time is to be kept and reported by project at the next quarter hour interval, along with brief descriptions of work performed.

The SBDC deeply appreciates this opportunity and agrees to work closely with the graduate intern program to ensure learning objectives are met, and value impact is reported and promoted.

Kind regards

Joe Harper  
Texas State University  
SBDC Director

Cc: Denise Smart, Dean – McCoy College of Business  
Robert Davis, Associate Dean Graduate Studies – McCoy College of Business