



Unified Consultants Group, Inc.

111 Highland Drive

Riverdale, Georgia, 30296

Internship Program Proposal to Universities / Colleges

Unified Consultants Group, Inc. gladly accepts interns interested in broadening their knowledge on the topic of human resources, accounting, and logistics.

Internship assignments vary in length according to the availability and academic requirements of the intern, as well as the needs of Unified Consultants Group, Inc. They are available on a part-time basis throughout the year. Internship assignments also vary greatly in terms of content. They may involve working on, and updating databases, monthly bank record reviews, dispatching and maintaining in-transit vehicles location , as well as responding to e-mails, taking minutes at executive meetings, assisting in coordinating events such as the company anniversary social, and writing reports on various issues.

Unified Consultants Group, Inc. Internship Program enhances the intern's educational experience through practical work assignments and to allow selected candidates to gain insight into the work of consulting.

If you are interested in an internship opportunity please submit a cover letter and resume as follows:

Accounting and Human Resources: roniwilliams@ucgincorp.com.

Logistics: keeliaasbury@ucgincorp.com

Who We Are

Unified Consultants Group, Inc. (UCG) is a multi-faceted, multi-disciplined logistical and engineering services company located in Riverdale, Georgia. The UCG staff is experienced and has the expertise to provide a full range of logistical, technical and management services. UCG has extensive experience responding to clients and managing teams through the successful completion of large, multi-tasked logistical and engineering projects.

Unified Consultants Group, Inc. is comprised of highly successful personnel, who are committed to bringing their experience and talents to bear in order to provide superior services to your organization. UCG has successfully obtained alliances with established major firms that will enhance our ability to provide our customer with the best possible service when it is determined to be in your best interest.

Our Goals

Superior Services

- Identify barriers, that inhibit the increase of company productivity, performance and profitability through comprehensive based business assessments.
- Develop and implement tailored and innovative cost cutting solutions to business problems.
- Reengineer processes to increase effectiveness, reduce cost, and maximize return on company investment.
- Assist in expanding current market positions both domestic and international.
- Provide continuous follow-up consultation to ensure productivity, performance and profitability goals are met.

Internship Program

In order to fulfill these goals, a program for interns is essential. UCG would like to support at least three interns each semester. Those selected will be assigned employees to work with them as their mentors. These students will be selected according to their education, field of study, minimum grade point average of 2.7 on a 4.0 scale, recommendation, and interview.

Expectations of Interns

Interns would be expected to work a minimum of two days per week in the Unified Consultants Group, Inc. Headquarters office.

Generally internships will begin in January and continue to April. The second session will be from September through December. Summer internships run from June through August.

*Scheduling is very flexible.

Internships are based college credit which is available if forms are properly submitted.

Specific assignments will be made according to the intern's education and interest.

Internships available:

- Accounting
- Human Resources
- Logistics/Transportation.

Student's evaluations will be maintained throughout each session for a reliable evaluation of the student's accomplishments, as will the learning of the student. Student objectives will

include acquiring an understanding of the Unified Consultants Group, Inc., enhance the intern's educational experience through practical work assignments and gain insight into the work of consulting.

Specific student objectives, needs, and schedules will be agreed upon at the beginning of the internship. This includes specific dates and a time of work, meetings with the company's President and Vice President, Department Heads/mentors, and Internship Director.

Internships can be agreed for two semesters, or for a full year.

Contact:

Accounting and Human Resources

Roni Williams

UCG Internship Program Director

Unified Consultants Group, Inc.

111 Highland Drive

Riverdale, GA 30296

Phone: (678) 817-5811 ext. 215

Logistics

Keelia Asbury

LARS Department Internship Program Director

Unified Consultants Group, Inc.

111 Highland Drive

Riverdale, GA 30296

Phone: (678) 817-5811 ext. 216

7. Requested dates for Internship

(UCG only accepts interns for a minimum of 6 weeks and a maximum of 6 months)

From: _____ To: _____

Generally internships will begin in January and continue to April. The second session will be from September through December. Summer internships run from June through August.

8. Preferred hours/days for Internship (please fill completely)

State your hourly availability:

Monday Tuesday Wednesday Thursday Friday

Please specify the hours requested and why below:

9. Please attach your resume

Statement of understanding of the conditions of the Internship

I understand that, should I be accepted as an intern for Unified Consultants Group, Inc. , the following conditions will apply:

a) Status: Although not considered an employee of UCG, I shall be subject to the authority of the Administrator and the authority delegated by him/her to the President and Vice-President. I understand that I am not entitled to the benefits of Unified Consultants Group, Inc.

b) Financial Support: I shall not be paid by UCG and must make my own arrangements for living expenses. Travel costs to and from the duty station and living accommodation are also my own responsibility or those of the sponsoring company.

c) Medial Health and Life Coverage: Unified Consultants Group, Inc. accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical and life insurance. I will be covered by the following health and life insurance during the internship period (your application will not be processed unless you provide this information!).

Medical: _____

Life: _____

d) Passports and Visas: I am responsible for obtaining necessary passport and visas when required. UCG will issue a company ID, if necessary, stating acceptance of an individual as an intern only and the conditions governing the internship.

e) Confidentiality and Publication of Information: As an intern, I will respect the confidentiality of information that I collect or am exposed to at UCG. No reports or papers may be published based on information obtained from UCG without the explicit written authorization of the President.

f) Employment Prospects: The Unified Consultants Group, Inc. Internship Program is not connected with employment and there is no expectancy of such. Interns cannot apply for job availabilities for UCG during the period of internship.

Signed: _____ Date: _____

Witness: _____ Date: _____

Please submit in person/fax/scan.

Fax: (678) 817-9028

Scanning: Accounting, Human Resources- roniwilliams@ucgincorp.com

Logistics/Transportation- keeliaasbury@ucgincorp.com

