

Summer Internship Program
Position Description
Summer 2019

Business/Organization Name: _____

Department Name: _____

Number of Openings: _____

Location with address: _____

Reports to (Supervisor): _____

Work Schedule and number of hours per week:

What type of work, projects, and/or tasks are you looking for your intern to complete?

Internship Dates _____

Learning Objectives/Outcomes:

Briefly describe what the student should be able to demonstrate, represent or produce based on their internship experience within your department. Limit to three or four.

1. _____
2. _____
3. _____
4. _____

Required Qualifications: (e.g. specific competencies, knowledge, skills, and abilities)

1. _____
2. _____
3. _____
4. _____

Preferred Qualifications: (e.g., specific competencies, knowledge, skills, and abilities)

1. _____
2. _____
3. _____
4. _____

**Employers are encouraged to work with their student intern on a flexible schedule in consideration of other commitments over the summer (job, school, etc.).*