

Internship Description Instructions

Internship descriptions are strongly encouraged. In effect, a current job posting, if such exists, is acceptable. The purpose of the Internship Description is to serve as definition of what the intern will be doing throughout the internship experience. The major components of the internship should be clearly defined, and all involved parties should have mutual understanding.

The outline below is designed as a model for creating an Internship Description. Again, it should be individualized and should clearly note the expectations that each individual (i.e. student, site supervisor, and faculty member-if applicable) expects for the student to do, or be exposed to, during the internship experience.

Information to Include:

- Internship title
- Company/organization name and address
- Intern supervisor name, title, and contact information
- Preferred major or program of study
- Primary duties and responsibilities of intern
- Position requirements and/or preferred skills and experience
- Clearly established learning outcomes related to the student's program of study—*as a result of the internship experience, the participating student will be able to...*
- Number of hours student is expected to serve in the internship – *if the internship is in connection to a course, the number of hours may be set by the program of study*
- Daily hours per week/days per week service is to take place
- Internship start date/end date
- Wages employer is to pay intern per hour/week/month—*if applicable*
- How a student is to apply for the internship

Learning Objectives:

Clearly defined learning objectives or goals are the hallmark of very good internship experience. These objectives should be developed in collaboration with the student and his/her academic unit or the Office of Career Development. The resulting learning objectives should be related to the professional goals of the student's academic coursework.