

Internship Description Outline

Company Name _____

Address _____

Contact Person _____

Title _____

Phone Number _____

Email _____

Organization Background - *brief description of service(s) provided, product manufactured, business focus etc.*

Internship Details

Internship Title _____

Position Summary:

Duties and Responsibilities

-
-
-

Skills needed/ required (please list at three to four skills)

Internship Supervisor (title) _____

When is this internship available? (*Check all that apply*)

- Spring Semester (January through May)
 Summer Semester (May through August)
 Fall Semester (August - December)
 Other (*Start and end dates*) _____

Is this internship paid or unpaid? _____