



## Internship Site Information

This form is intended to document the topic for students registering for an internship and serves as a contract between the student and faculty member.

To be completed by the student and approved/signed by the on-site supervisor of the internship site used for credit toward a degree.

### **1. STUDENT CONTACT INFORMATION**

Name (print) \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Degree/Program of Study \_\_\_\_\_

Internship Start Date \_\_\_\_\_

### **2. HOST SITE INFORMATION**

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Supervisor \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone # \_\_\_\_\_

### 3. FACULTY SPONSOR

Faculty Member \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone # \_\_\_\_\_

### 4. POSITION DESCRIPTION

Please attach a brief typed description of the proposed internship and duties

1. Company/Organization description: in brief, its line of business, product, service, annual revenue and number of employees etc...
2. Internship description including primary duties, responsibilities, and special projects you will be working on.
3. Benefits for the student: what skills you expect to gain or specific processes you will master?
4. Skills: what skills or knowledge are required?

### 5. TERMS OF INTERNSHIP

Hours you will work per week? \_\_\_\_\_ Over how many weeks? \_\_\_\_\_

Student Signature and Date \_\_\_\_\_

I have reviewed the above internship work description. I agree that it accurately describes the internship work experience.

On-Site Supervisor Signature and Date \_\_\_\_\_

I have reviewed the above internship work description. I agree that it adequately supports the goals and objectives of the program.

Faculty Sponsor Signature and Date \_\_\_\_\_