**{Insert Logo or Company Name}**

**OVERVIEW OF INTERNSHIP**

**Information Networking & Telecommunications Internship Position – Summer 20xx**

***Template Instructions: Remove all items in blue and replace with your content (in black).***

**Internship Details –** Internship will be a minimum 12 weeks in length.

Projected Start Date -

Projected End Date -

Projected hours worked per week –

Hourly wage and any additional benefits -

**Company Information** (history, background, size, location) -

**Description of Internship -** Include the purpose of your internship and overall description.

**Learning Objectives**

Indicate each area the intern will be **exposed** to during their internship experience.
Click on the box to indicate if this component will be addressed during the internship experience.

[ ]  Network/telecommunications management best practices or procedures with equipment as well as employees

[ ]  Scheduling and supervising a new technology or new equipment implementation or discussing the process of implementation

[ ]  Discussing or designing a small network/telecommunications scenario

[ ]  Managing and maintaining network/telecommunications projects, equipment or cabling

[ ]  Troubleshooting a network/telecommunications problem (e.g. equipment failures, wire failures, service provider issues)

[ ]  Researching and testing new equipment or software solution

[ ]  Discussions with management involving the development and planning of budgets (e.g. involvement with purchasing new equipment, maintenance contracts, equipment buy-back)

[ ]  Business action plans for disaster recovery, security, service provider contracts, 10-year plans, and team mission and goals.

[ ]  Managing relationships with contractors in new construction processes, new equipment installations or remodeling processes as well as wiring and equipment implementations

[ ]  Security best practices and hands-on experience with equipment (i.e. firewalls, VPN, IDS/IPS).

**Overview of Experiences**

Include a timeline for the 12 weeks (may not be exact, but approximate amount of time in each area).

Indicate departments and/or positions the intern will be working in/with and the purpose of that time spent (or purpose of that area). Examples might include: Help Desk, Servers/Systems, Network, Voice/Telecom, and Installer/Wiring.

**Intern Project**

Indicate possible projects (examples are in the Company Handbook) and how the project will be incorporated in the 12 week experience. Indicate what value/impact the project will have for the company and if the intern will present results to key individuals in the organization.

**Additional Experiences**

Indicate experiences that will be part of the internship that may not fit into the overview above such as:

* Visit / work with a customer onsite
* Meet leadership of company
* Weekly meetings with supervisor and mentor
* Participation in team meetings or project meetings

**Contact Person & Contact Information** –
List the contact person(s) that the University will be working with during the internship experience. Include title, location, email, and telephone number.