**{Insert Logo or Company Name}**

**OVERVIEW OF INTERNSHIP**

**Management Internship Position – (Term 20xx)**

**Template Instructions: Remove 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 -** (Background, Scope of Business, Size, Location)

**Description / Purpose of Internship –**

Include the purpose of your internship and overall description.

**Learning Objectives or Milestones**

Internships in management expose students to the functions of a manager including planning, organizing, leading, and controlling. Administrative strategies and policies are to be explored including strategic planning, vision and goal setting.

Indicate which of the following management areas will be the focus for this internship.  
Click on the appropriate boxes to indicate which management areas we be addressed during the internship.

**Human Resource Functions**

Recruitment, selection, and placement

Training, development, and performance management including grievances

Compensation and benefits

Equal opportunity, policies, and the legal environment

Strategic implication of HRM and its relationship with other organizational functional areas

**Operations Functions**

Systematic design, operation, control, and improvement of business processes to achieve organizational goals and create economic value.

Quality management and/or statistical process control or continuous improvement; design of products, services

Project management

Forecasting, Capacity planning, Production Planning, Sales & Operations Planning, Materials Requirement Planning, Scheduling

Supply Management, Supplier Relationship management, Strategic Sourcing, Global Sourcing

**Marketing Functions**

Involved in the transaction and organized exchange of goods and services, including sales

Strategies connected with developing, pricing, promoting, and distributing goods and/or services.

**Entrepreneurship and/or Innovation Functions**

Resourcing/networking – securing resources, suppliers, partners for new initiatives

Feasibility – collecting information about, evaluating, communicating, and analyzing new initiatives

Innovating/initiating – identifying, implementing and evaluating new technologies and processes, creativity/innovation, risk taking, problem solving, persistence, persuasion/influencing abilities, teamwork, information seeking/management

**Overview of Experiences** -   
Provide an overview of responsibilities and experiences. Include a timeline for the 12 weeks (may not be exact, but approximate amount of time spent in each area).

**Projects**

Projects the intern will be assigned, if known. If not definite, provide possible examples.

**Additional Experiences**

Indicate experiences that will be part of the internship which may not fit above. May include experiences your company exposes an intern to or that your company requires of interns. Examples might include:

* Weekly review with assigned supervisor
* Company outings
* Training and development opportunities for interns

**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.