Students have the option of receiving academic credit based upon an approved internship. The position description is used to develop an assignment for each student. The assignments can vary and include reports, research papers, and journals. Your efforts in clearly describing and defining what the student’s intern responsibilities are an important contribution to a relevant assignment. Please summarize the description of the intern’s responsibilities below. Thank you for your assistance. Please return this form to the Internship Coordinator, Danielle Lively Neal, at the above address.

Student's Name: ___________________________  Student ID#: ___________________________

Sponsoring Agency: ___________________________

Agency Address: ___________________________  City: ____________  State: _________

Zip Code: ____________  Telephone Number: ___________________________  Email: ___________________________

Internship Supervisor’s Name: ___________________________  Title: ___________________________

Internship Position Title: ___________________________

Is this internship compensated? YES / NO  If YES, please indicate compensation: $ __________ per Hr/ Wk/ Mo

Approximately how many hours to be worked a week by the student? ____________ per week

What is the anticipated period of this internship? From: ____________, 20__  To: ____________, 20__

Internship Duties and responsibilities (please attach additional sheets if needed):

Preferred Qualifications of interns: