**{Insert Logo or Company Name}**

**OVERVIEW OF INTERNSHIP**

**Family Studies Internship Position – (Term 20xx)**

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

**Internship Details –** Internship will be a minimum 120 hours, but may be longer if specified by employer.

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.

**Overview of Experiences** -   
Provide an overview of responsibilities and experiences. Include a timeline for the internship period (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, please 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.