**{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.