

**Internship Workplan
and Position Description**
(To be completed by sponsoring agency)

University of Nebraska at Kearney
Department Criminal Justice
Attn: Kyle Harshbarger
Kearney, NE 68849
(308) 865-8756
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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, Kyle Harshbarger, 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: