

On-campus Internship Request

(To be completed by Supervisor)

Name & Title of Supervisor:							
Department:							
Phone number: Email: Intern Responsibilities:							
Desired Qualifications:							
Details: Compensation: Paid Amount/Hour: Source of Funds:							
Unpaid If unpaid, does the internship replace a position that would otherwise be a paid student position? Yes No							
Timeframe: Fall Spring January Summer							
Anticipated weekly internship hours:							
Academic Credit: Yes No							
One-time Internship On-going Internship							

Utilize the rubric below in order to consider whether or not the position would qualify as a student internship.

	Consider the following	Yes	No
1.	Does the internship have a clear learning objective? *		
2.	Is the supervisor willing to regularly provide guidance,		
	evaluation, and feedback to facilitate the learning		
	process?		
3.	Will an orientation be provided for the intern?		
	-or-		
	Has the intern been previously trained?		
4.	Does the internship relate to the intern's academic		
	interest/career?		
5.	Does the internship require the student to implement		
	knowledge they've acquired through their		
	education/previous experience?		
6.	Are projects meaningful and require skill, creativity,		
	and/or critical thinking?		
7.	Will the internship expose the intern to the work		
	environment and operations of the department?		
8.	Does the internship consist of professional development		
	opportunities (meetings, conferences, etc.)?		
9.	Do basic office tasks such as filing, data entry, mailings,		
	phone calls, etc. take up 25% or less of the internship?		
10.	Project Based: Will the intern complete one or two major		
	projects that will take up a significant amount of time?		
	-or-		
	Summer: Will the internship require at least 400 hours		
	with at least 40 hours of work/week?		
	Academic Year: Will the internship require at least 100		
	hours with at least 10 hours of work/week?		

*Learning objectives are statements that define the expected goals of the internship in terms of skills or knowledge that will be acquired by a student as a result of participation. Learning objective forms are required and should be readdressed throughout the internship.

In signing, I agree the internship position requested meets the requirements listed above.

Supervisor Signature			(date)		
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CAREER:	Approved	Needs revision	Approved with noted changes	(OCS initials)	
HUMAN RESOURCES:	Approved Position posted on	Needs revision	Approved with noted changes	(HR initials)	
	Position filled on	(date)	_ by (student name)		