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# School of Planning, Public Policy and Management

# Internship Posting Form

Use tab or arrow keys to move between fields.

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| Term of Internship: Internships are offered each quarter. Students who want to receive academic credit must secure their internships in the term prior to the start of the internship. You may submit a posting at any time. The date in parenthesis indicates your deadline for submitting a posting that would be eligible for academic credit. Indicate the academic term(s) or “ongoing” if the internship is continually available. |
| Fall (Aug. 15)  Winter ( Nov. 1)  Spring (Feb. 1)  Summer (May 1) |

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| Organization Information | |
| Name of Organization |  |
| Street Address |  |
| City, State, Zip Code |  |
| Web Site |  |

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| Contact Information | |  |
| Site Supervisor |  | |
| Title |  | |
| E-mail Address |  | |
| Phone |  | |

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| Description of Organization: Brief summary of organization or work unit. |
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| Internship Position Title & Number of Openings | | | |
| Position Title:       Intern  (e.g., Fundraising Intern, Transportation Planning Intern) | | Number of Openings:  (Typically 1-2 maximum) | |
| Pay: Indicate if internship is paid. If so, please state the hourly wage or stipend. | | | |
| Yes  No | Hourly Wage: | | Stipend:       Other: |

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| Hours: The academic term is 10 weeks. Note: A minimum of 9-12 hours/week is necessary to support student academic credit requirements. |
| Anticipated hours of work/week:  Anticipated days/times for work completion (example, “Standard weekday business hours, M-F, 8:30am-5pm. Some weekend events should be anticipated.”): |

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| Workplace Conditions: Summary of workplace hours and format, tools and resources provided, travel, and related information. |
| **Workplace tools/resources provided by internship site** (e.g. computer, desk, computer applications, phone, etc. for successful completion of responsibilities and tasks): |
| **Workplace Format:** In person:  Remote:  Hybrid:  Other:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Travel Required outside anticipated internship hours**: Yes:  No:  **Location/Frequency and Purpose of additional Travel**:  **Intern is expected to provide personal transportation for additional required travel.**  Yes:  No:  **If no, describe transportation provided by organization for additional required travel:**  Carpool with staff:  Company car available for intern use:  Public Transportation:  **If yes, based on location of additional required travel, the most accessible personal transportation mode is anticipated to be:** Personal/Carshare Automobile:  Public Transportation:  Active Transportation (bike, walking, etc.): |

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| Internship Description: This section should describe what the student will learn because of this internship. That is, what will the student be able to do by the end of the internship period? What transferable skills will the student develop? If the internship involves a project, describe type and scope.Please also describe ways in which the student will be mentored and supervised during the internship. What activities, responsibilities, meetings, tasks, and networking opportunities will be provided to support student growth in developing skills and knowledge?Note: A 9-12 hour/week internship equates to 2-3 weeks of full-time work (90-120 hours total during a 10-week academic term). When identifying tasks and responsibilities, consider how much a student can successfully accomplish during the time span of the posted internship opportunity. |
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| Qualifications: Describe the general knowledge and skills required. Note any preferred skills. |
| **General knowledge and skills required**: |

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| PPPM Preference: Is this internship open to PPPM students only? |
| Yes:  No: |

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| Student Application Procedure & Deadline | |
| E-mail cover letter and résumé to site supervisor | Specify an application deadline or a date for first review/consideration. Applications are typically open for 2 weeks. We recommend setting a submission deadline for first review. |
| Other: | Application Deadline: |