# 

# School of Planning, Public Policy and Management

# Internship Posting Form

Use tab or arrow keys to move between fields.

|  |
| --- |
| 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)  Ongoing |

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

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

|  |
| --- |
| Description of Organization: Brief summary of organization or work unit. |
|  |

|  |  |
| --- | --- |
| Internship Position Title & Number of Openings | |
| Position Title: | Number of Openings: |

|  |  |  |
| --- | --- | --- |
| Pay: Indicate if internship is paid. If so, please state the hourly wage or stipend. | | |
| Yes | Hourly Wage: | Stipend: |
| No | | |

|  |
| --- |
| Hours: The academic term is 10 weeks. |
| Anticipated hours/week: |

|  |
| --- |
| Internship Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. |
|  |

|  |
| --- |
| Qualifications: Describe the general knowledge and skills required. Note any preferred skills. |
| **General knowledge and skills required**: |

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

|  |  |
| --- | --- |
| Student Application Procedure & Deadline | |
| E-mail cover letter and résumé to site supervisor | You may state a specific application deadline or  “open until filled.” |
| Other: | Application Deadline: |