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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) [ ]  Ongoing [ ]  |

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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:       | Number of Openings:       |

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

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

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| 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.  |
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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 | You may state a specific application deadline or “open until filled.” |
| Other:       | Application Deadline:       |