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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:      Intern | 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. Note: A minimum of 9-12 hours/week is necessary to support student academic credit requirements. |
| Anticipated hours/week: |

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| Internship Description: What will the student learn? That is, what will the student be able to do by the end of the internship period? What transferable skills will the student develop? What activities, responsibilities, and tasks will support student growth in developing skills and knowledge? If the internship involves a project, describe type and scope. In what ways will the student to be mentored and supervised during the internship? Please indicate if travel is required. 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. |
| Other: | Application Deadline: |