

Plan for Intern Job Description

(To be used to interview the student)
(Sample-can be changed or altered)

Start Date:
Position Description:

End Date:

Company Name:
Address:

Phone #:
Email:
Contact:

Fax #:
Web:

Major:
Type of students accepted:
Is free and safe parking available:
If not, do you provide reimbursement for parking

GPA:
Credit: Non-credit:
Yes: No:
Yes: No:

Time preference:
Part-time – Hours per week
Full-time:
No Preference:

Compensation:
Per hour:
Stipend:
Other:

Availability:
Fall:
Spring:
Summer:

Project/job description:

Experience/skills required: