

Internship Description Worksheet

To recruit an intern that fits your organization's needs, answer the following questions with as much detail as you can. Please email the completed worksheet to HSS at hssadv@iue.edu and we will work on developing your internship description and finding a student intern.

Organization Information

Internship Organization

Organization Address

Intern Supervisor's Name

Supervisor's Email

Supervisor's Phone Number

How would you describe your organization? Who are your customers and clients? Provide a link to your organization's website, Facebook page, or other social media if possible.

Please provide information about the intern's work location. Is there parking? Is substantial driving and/or travel involved? Does the intern need a personal vehicle? Will the intern do some work at home or school? Could this internship be done online?

Internship Specifics

What is the internship title? Be specific; the title is one way a student determines interest in the position. For instance, "Historic Artifact Research Intern" is more useful than "History Intern."

What is the minimum GPA required for the position? Based upon a 4.0 scale, 4.0=A, 3.0=B, 2.0=C. Although you might desire a 3.5-4.0 GPA, consider accepting a slightly lower range to increase the number of applications.

Area(s) of Study (Choose any):

No preference

Anthropology

Communication Studies

Creative Writing

Criminal Justice

English

Fine Arts

History

Literature

Music

Philosophy

Political Science

Psychology

Sociology

Spanish & Hispanic Studies

Technical & Professional Writing

Women's & Gender Studies

When would you like an intern to be placed with your organization? Interns must serve at least 8 weeks during this time. Choose any that apply.

Fall Semester (Aug. 16-Dec. 31)

Spring Semester (Jan. 1-Apr. 30)

Summer Semester (May. 1-Aug. 15)

How many hours a week will you offer? To be eligible for reimbursement from the EARN Program, interns must work at least 12 hours a week.

Skills and Responsibilities

Are there required and/or preferred skills? While a student will learn on the job, he or she might also need a certain skill set before starting the internship. Will she or he need to perform advanced calculations? Have a working knowledge of Excel? Be artistically adept? Identify what skills are required, what are preferred, and what will be learned on the job.

What will be the intern's primary tasks? Secondary tasks? List them from most to least important and be as detailed as you can. Administrative duties like answering the phone might be a secondary task, but the largest portion of the responsibilities should be tasks related directly to the student's area of study for a meaningful academic experience.

What other details are important for your internship description?