| **EMPLOYER - INTERNSHIP POSITION DESCRIPTION****INFORMATION MUST BE TYPED & FULLY COMPLETED** |
| --- |
| **ORGANIZATION Information** |
| 1. Organization Name:  | 2. Non-Profit: \_\_\_\_\_Yes \_\_\_\_\_No |
| 3. Organization Description:  |
| 4. Address:  |
| 5. City:  | 6. State:  | 7. ZIP Code:  |
| **INTERNSHIP application method(S)**  |
| 8. \_\_\_\_\_ Email cover letter and resume to: \_\_\_\_\_ Apply on Company Website: \_\_\_\_\_ Apply through Handshake (DU’s student online internship / job database = best option!) |
| **PROPOSED IN T ER N SHIP** |
| 9. Internship Title:  | 10. Start Date:  | 11. End Date:  |
| 12. Department of Internship:  |
| 13. Internship Supervisor Title & Name:  |
| 14. Supervisor Phone **with Extension**:  | 15. Supervisor Email:  |
| 16. Minimum Hours Per Week (select only one - at the end of the academic term dates listed above hours worked must equal a minimum of 150 Hours for 3 credit course, 200 hours for 4 credit course, 300 hours for 6 credit course):  \_\_\_\_\_10 (Fall & Winter Term Minimum ONLY) \_\_\_\_\_ 12.5 (Summer Term Minimum) \_\_\_\_\_ 15 \_\_\_\_\_ 20 \_\_\_\_\_ 30 \_\_\_\_\_ 40 |
| 17. Compensation Rate - *Pay is highly recommended - the average amount among DU’s current employer partners is $15 per hour*:  |
| 18. Other Benefits:  |
| 19. Will this position work remotely? \_\_\_\_\_Yes \_\_\_\_\_No *If Yes, indicate method(s) and frequency of contact for supervision of the student’s work (ie. Email, Phone, Video Conference, Live Chat, In-Person Meetings, Tracking of Number of Hours Worked)*: |
| 20. Primary responsibilities and duties (At least 70% must be related to the desired students’ academic major - please be very specific):  |
| 21. Secondary responsibilities (Only 30% can be administrative tasks unrelated to the academic major): |
| 22. Specific Project(s) that will be assigned to the intern - REQUIRED for Master level internships, suggested for Bachelor and Associate level): |
| 23. Required Education Level: \_\_\_\_\_ Pursuing Associate \_\_\_\_\_ Pursuing Bachelor \_\_\_\_\_ Pursuing Master |
| 24. Preferred Academic Major(s) for this position:  |
| 25. GPA Minimum Requirement: \_\_\_\_\_ 2.3 – 2.5 \_\_\_\_\_ 2.5 – 3.0 \_\_\_\_\_ 3.0 – 3.5 \_\_\_\_\_ 3.5+ |



Revision 11/6/21 B.Melkild

R:\CES\Lettinga CS\REIM Regional Internship Manager\Internship Process Documents Blanks\2020-2021 Word Versions FORMS TO USE\EMPLOYER