



# The Gerri Ripp Center for Career Development

## INTERNSHIP DESCRIPTION TEMPLATE

<b>Internship Title:</b>
<b>Company Name:</b>
<b>Company Location:</b>
<b>Name of Company Representative:</b>
<b>Company Description:</b> <i>(Please include key points about your company that you feel students should know. Additionally, Career Development advises students to research companies of interest)</i>
<b>Learning Outcomes:</b> <i>(Outline what students will learn from the internship)</i>
<b>Requirements:</b> <i>(Desired skills, experience, knowledge, academic major, etc)</i>
<b>Internship Description:</b> <i>(Duties/Responsibilities)</i>
<b>Internship Timeframe:</b> <i>(Fall semester internships typically last from September to December. Spring semester internships typically last from January to May. Summer internships range from late May until late August.)</i>
<b>Number of Required Hours:</b> <i>(ie: "15 hours per week")</i>
<b>Salary for Paid Internship:</b> <i>(Indicate amount of hourly rate)</i>
<b>Alternatives for Payment regarding Unpaid Internship:</b> <i>(Indicate perks that may be offered such as travel reimbursement, lunch, or participation in conferences/special events, if appropriate)</i>
<b>Application Requirements &amp; Guidelines:</b> <i>(ie: "Please email your resume and cover letter to John Doe's attention at <a href="mailto:jdoh@emailaddress.com">jdoh@emailaddress.com</a>" by January 15, 20xx)</i>

