School of Undergraduate Studies Career Services

Internship Description Template

Company Name:

Internship Position Title:

GENERAL FUNCTION

Provide a general overview of the position to include:

- Primary and specific responsibilities
- Indicate whether position is full-time or part-time

KNOWLEDGE, SKILLS AND ABILITIES

- Must have the ability to (take the initiative on projects).
- Must be proficient in (Microsoft Office programs).
- Must possess significant (oral and written communication skills).
- Must have the ability to (create and manage social networking accounts).
- Should possess (a commitment which reflects Christ – integrity and honesty).
- List any specific coursework (i.e. Professional Communication, Accounting, Religious Studies, etc.) you prefer the student must have already completed prior to beginning the internship.

EXPECTED OUTCOMES

- What does your company/organization envision the student to learn from the internship experience? Provide at least five detailed outcomes. This information is helpful for the student and academic department chair.

COMPANY/ORGANIZATION MISSION AND VISION

ADDITIONAL INFORMATION

- Housing, stipend, flexible schedule

CONTACT INFORMATION

Email completed template to kgraham@regent.edu