



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