

Internship Position Description Template

Forms

Organization Information

Name of Organization/Business: _____

Address: _____

Phone Number: () _____ - _____

Website: _____

City: _____ State: IL

ZIP: _____

Internship Information

Department: _____

Reports To: (*Mentor*) _____

Mentor Phone Number: () _____ - _____

Length of Internship: _____

Location: _____

Mentor Title: _____

Mentor Email: _____

Hours/Days: _____

Purpose of the Internship – Duties, Activities, and Functions:

Intern Project Ideas:

Qualifications:

Application Procedures: