Internship/ Employer Profile

Date_______________________________________
Name of Organization___________________________________________________________________________________________________________
Address____________________________________________________________________________________________________________________________
WWW Home Page Address______________________________________________________ E-mail______________________________________
Contact Person(s) (attach business cards if possible):
Name/Title___________________________________________ Phone__________________________ E-mail_____________________________
Name/Title___________________________________________ Phone__________________________ E-mail_____________________________
When are internships available?   ____FALL (Sept.-Dec.)     ____SPRING (Jan.-May)     ____SUMMER (May-August)     ____ONGOING
Average number of internship slots?__________________ Are Internships: ____ PART-TIME    ____ FULL-TIME    ____ BOTH
Are internships with your organization paid or unpaid? ____________________________ If paid, hourly or stipend?_________________

1. Types of Internships available: (attach job description(s)/qualifications if possible)
   Title
   Responsibilities
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
   _____________________________________________________________________________
2. What are the major products/services/missions of your organization?
3. What specific qualifications should interns have before applying? (attach job descriptions/qualifications if possible)
4. Briefly describe the application/selection process and timeline (i.e. application materials and deadlines, selection procedures, how far in advance should a prospective intern initially contact you.)
5. Additional Information