

Sample Internship Title

POSITION OVERVIEW:

Include a brief description about what the intern will be responsible for and contribute to the organization.

LEARNING OBJECTIVES:

Include a few bullet points specifically about what you expect the intern will learn over the course of the internship. As a reminder, an internship is at the end of the day a learning experience.

RESPONSIBILITIES:

*List specific projects or duties that the intern will be responsible for. This will give the student an idea of what they might be doing and it will give the NAU internship coordinator an idea of how the internship might connect to the student's academic program (in the event that the student wants to gain academic credit for their experience). **NOTE:** Credit requirements vary by department and employers are not able to indicate if a student will in fact earn credit for an experience. If you'd like to include a note about the option, suggested verbiage is "This internship may be eligible for academic credit depending on your academic program's internship criteria. Contact your department to learn more."*

INTERNSHIP LENGTH:

Please provide information about the length of the internship; preferably start and end dates. Include dates/semester and hours per week, including specific schedule if desired). It is important to be clear about the start and end dates (or length) of an internship so that the applicant knows they are not necessarily entitled to a job at the conclusion of the internship.

COMPENSATION:

Be clear about compensation – whether this is a paid or unpaid internship. Especially, if unpaid, it must be clear to the intern that there is no expectation of compensation and that they are not necessarily entitled to a job at the conclusion of the internship. Additionally, if unpaid, consider including that you may be willing to work with the selected candidate to identify learning outcomes that may make it possible to gain academic credit for this hands-on, practical experience.

NOTE: Be sure to review the [Department of Labor Fact Sheet #71](#) as it relates to unpaid internship requirements.

EDUCATION REQUIREMENTS:

Include whether you are looking for a candidate from specific fields/majors, undergraduate or graduate students, specific GPA range, etc. (if applicable).

REPORTS TO:

Include information about the individual(s) who will be supervising the intern. Interns should be supervised by a professional, with expertise in this field, who is willing to provide routine feedback. Our pre-made performance evaluation (available at nau.edu/internships) can facilitate the feedback process.

MINIMUM QUALIFICATIONS:

(see examples below)

- Strong attention to detail and organization skills
- Proven ability to meet deadlines
- Must have strong written and verbal communication skills
- Knowledge and experience with Microsoft Word, Publisher, PowerPoint, Excel
- Ability to work individually and part as a team