



INTERNSHIP ANNOUNCEMENT AND COMMITMENT FORM

Instructions: The purpose of this form is to both advertise an internship opportunity and create a detailed commitment concerning internship expectations and outcomes. Our experience strongly indicates that such a commitment substantially increases the effectiveness of an internship for both student and supervisor. Employer organizations should first fill out the portions of this form (sections II. and III.) which are required for announcing and advertising an internship. Completed announcements should be returned to Macaulay Honors College via the means listed in the next paragraph. Macaulay Honors College will then review the announcement and advertise it to appropriate University Scholars.

Please review our internship definition below:

An internship will provide students with a substantive preview of a professional field or discipline that is a reasonable goal given a student's academic focus at the time of the internship, rather than an administrative or clerical experience. In addition, an internship will:

- Provide students with supervised practical training in a professional field
- Offer opportunities for independent projects, field exploration, and/or professional development
- Leave students with a skill and/or greater knowledge of a professional field
- Include a mentoring component
- Emphasize meaningful individual experiences in addition to exploring career opportunities

Employers and interns should leave sections “I. Student/University Scholar Information” and “IV. Supervisor/Intern Commitment Certification” until or unless a specific intern has been selected and has met with his/her supervisor for the first time. After the first day of work, the completed form should be completed and copied for both the intern and the supervisor. A third copy of this form must be mailed, faxed, or hand-delivered to your local campus Honors Advisor BEFORE or JUST AS you start your internship.

I. Intern/University Scholar Information (to be completed only by a selected intern)

Scholar’s Name _____

Address _____

Telephone _____ Email _____

Internship/Employer Organization _____

II. Employer Organization Information (to be completed by employer organization)

Supervisor _____ Title _____

Address _____

Telephone _____ Email _____

Contact for Internship Applications (if different from Supervisor).

Name and Address:

Phone:

Email:

Fax:

III. Internship Information (to be completed by employer organization)

Prospective Intern's Job Title _____

Expected Work Dates: _____ to _____

Full-time/Part-time (circle one) Hours per day: _____ # of days per week: _____

Number of Positions Available _____ Office telephone _____

Total internship hours: _____ (i.e. over the course of the entire internship, may be approximate figure.)

Paid/Unpaid (circle one) If paid, stipend or hourly pay rate: \$ _____

Employer Organization, Description and Goals (Please provide a brief description of your organization, its type (i.e. business, non-profit, arts organization, laboratory, etc.), its mission and the mission of the department/entity/office offering the internship.)

Job Description. (Attach an extra sheet if necessary):

Any special skills, prior experience or other considerations. (Attach an extra sheet if necessary):

IV. Supervisor/Intern Commitment Certification (to be completed by supervisor and intern at start of internship).

The University Scholar Intern and the supervisor have discussed job duties, outcomes, expected hours, dress, and the intern's general conduct and deportment in the workplace.

Yes ____ Will schedule during the first week of the internship ____

Signed (University Scholar) _____ (date) _____

Signed (Supervisor) _____ (date) _____

() Student copy () Supervisor's copy () Macaulay Honors College copy