



## Student Internship Description Form

(To be completed by students either in UST 490 Urban Cooperative Education Internship: Undergraduate Internship Program or ENV 490 Environmental Cooperative Education Internship. This form **should not be completed** by students enrolled in the Nonprofit Coop Intern Program. There is a separate application for the Nonprofit Coop Internship Program)

Return to:

Melanie Hmada  
Office of Student Services  
Urban Affairs, Rm. 210, 1717 Euclid Avenue  
Maxine Goodman Levin College of Urban Affairs  
Tel: (216) 687-4506; Fax: (216) 687-5398  
E-mail: m.hmada@csuohio.edu

Today's Date: \_\_\_\_\_

Application Deadline: \_\_\_\_\_

(To be completed by the **student**)

Agency/Organization:

\_\_\_\_\_

Web Site:

\_\_\_\_\_

Internship Title:

\_\_\_\_\_

Compensation

Per Hour: hourly rate \_\_\_\_\_

Stipend: amount: \_\_\_\_\_

None available

When Available (check all that apply)

Fall semester

Spring semester

Summer

**Please type a brief (one-page) description of the internship opportunity. Feel free to complete this cover sheet, attach a description, and mail or fax to the above address.**

**Please include:**

1. **Agency Description:** a three or four sentence description of your agency, its services, and market scope (e.g., local, regional).
2. **Internship Description:** describe the primary responsibilities and duties of the intern.
3. **Benefits for the Student:** What skills, perspectives, contacts, or other benefits can the student/intern expect to derive from this experience?
4. **Skills Needed:** What specific skills must the student have in order to be successful during this experience?
5. **Specific Expectations:** What tangible products are expected (such as reports, plans, etc.)?
6. **Contact Information:** contact name and title; mailing address, phone number, fax number, and email address.