

Department of Communication Internship  
1 University Drive, Western Carolina University  
Cullowhee NC 28723

**EMPLOYER'S INTERNSHIP DESCRIPTION**

(To be completed by the employer. This form should be completed for each type of internship listed.)

Name of student intern: \_\_\_\_\_

Student telephone number: \_\_\_\_\_

Student e-mail: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Personnel Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Supervisor (if known): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Basic Qualifications (e.g., GPA, acceptable majors, class, skills, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DUTIES AND RESPONSIBILITIES OF INTERNSHIP**

1. The primary experiences of this internship are best classified as:

\_\_\_\_\_ Educational

\_\_\_\_\_ Medical

\_\_\_\_\_ Technical

\_\_\_\_\_ Managerial

\_\_\_\_\_ Research & Development

\_\_\_\_\_ Administrative

\_\_\_\_\_ Human Services

\_\_\_\_\_ Other \_\_\_\_\_

2. Number of hours to be engaged per week \_\_\_\_\_ for \_\_\_\_\_ weeks.

3. List the major responsibilities and the approximate proportion of times required for each.

- a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ %
- b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ %
- c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ %
- d. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ %

The student is required to be professionally engaged for 150 hours to receive three hours of university credit for his or her internship.

4. Will the student participate in formal training periods? \_\_\_\_ Yes \_\_\_\_ No

If yes, describe length and type: \_\_\_\_\_  
\_\_\_\_\_

If no, describe how student will be trained: \_\_\_\_\_  
\_\_\_\_\_

5. Please list if applicable: Starting Salary: \_\_\_\_\_

Fringe Benefits: \_\_\_\_\_

6. Proposed internship start date: \_\_\_\_\_

7. Employer's e-mail: \_\_\_\_\_

Employer's Name (please print) \_\_\_\_\_

Employer's Signature \_\_\_\_\_

Title or position \_\_\_\_\_

Student will not be enrolled in the internship until faculty approval is obtained.

Faculty approval \_\_\_\_\_ Date \_\_\_\_\_