

Internship Proposal Form

Offices interested in hiring an intern should complete this form.

Date: _____

Department: _____

Division: _____

Site Intern Supervisor Name:		Site Intern Supervisor Title:	
Site Intern Supervisor Phone:	Site Intern Supervisor Fax:	Site Intern Supervisor E-Mail	
Site Intern Supervisor Mailing Address:		Office Location:	
Internship Job Title:		Number of intern positions available for this job title:	
Intern hours per week:		Requested Start Date:	

If you have questions, please refer to the Student Internships web site or contact the
Internship Coordinator

Approval Signatures:

Site Intern Supervisor/Manager Date

Position Description: The following information will be used to create a position description that will be posted on the program’s website and distributed to educational institutions. Please be as concise and specific as possible. Students will apply for internships based on this information.

Reminder: Programs will need to work with a CSUSB student’s Class schedule.