



THE UNIVERSITY OF
MEMPHIS

College of Arts and Sciences

Internship Host Information Form

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization:

Name/Position of Main Contact:

Street Address:

City:

State:

ZIP:

Phone Number:

Email:

Organization Website:

ORGANIZATION INFORMATION

Please provide a brief description of the organization (for-profit, not-for-profit, industry, location(s), size, etc.).

Worksite Description: A description of the intern's work environment/setting.

Required Intern Qualifications: The intern's required level of study, field of study, professional skills, and/or work experience, and any special certifications (driver's license, CPR, first aid, etc.).



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INTERNSHIP POSITION(S) INFORMATION

Position Title*	Fall	Spring	Summer
1. _____	☐	☐	☐
2. _____	☐	☐	☐
3. _____	☐	☐	☐
4. _____	☐	☐	☐
5. _____	☐	☐	☐

APPLICATION PROCEDURE

Please share an email for all resumes and/or cover letters to be sent to:

INTERNSHIP POSITION(S) INFORMATION

Position Title: _____

Position Description: A brief description of the work the intern will be doing, including the types of tasks and potential areas of involvement.



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Any Support Provided by Host Organization (Laptop, Professional Development, Free Parking, etc.)

Other Information: Please add any additional information that may be relevant. (Ex. Site requires a background check, students must pay for parking, etc.)

Return completed form to: mellon@memphis.edu