



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.).



INTERNSHIP POSITION(S) INFORMATION

Position Title*	Fall	Spring	Summer
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.



College of Arts and Sciences

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