

Instructions for Potential Employer of a Student Intern

As a potential training supervisor of a student intern, you have a vital part in providing a capstone to the formal education process.

The objectives of student internships are four-fold:

1. To develop a working and educational relationship between the Monfort College of Business at the University of Northern Colorado, selected businesses, and the student.
2. To continue training begun at the University through actual planned job management experiences.
3. To enable students to explore interests and abilities.
4. To allow the student to make a positive contribution to the firm.

An initial step to establishing an internship is to have the cooperating firm supervisor prepare a position description that outlines the planned activities your organization will provide the intern. The activities should reflect a variety of exposures in the various facets of your business rather than an on-going job with a focus on one specific task; therefore, the emphasis is on training.

POSITION DESCRIPTION

Company name: _____

Job Title: _____

Approximate Hours Per Week: _____

Sponsoring Firm Contact Person: _____ **Phone:** _____

Signature of Contact Person/Supervisor: _____

Directions: A Position Description for the UNC Student Internship is a specific statement of the tasks involved in the training of the intern and the conditions under which the training of the internship will work.

General Position Description:

Duties and Responsibilities:

Percent of Time:

<u>Duties and Responsibilities:</u>	<u>Percent of Time:</u>
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