



Internship Description

INTERNSHIP SUPERVISOR – In order for a student to receive internship credit through the University of Arizona, School of Government and Public Policy, the internship organization or agency must provide a description of the internship. Please complete the following form (**OR** provide a formal internship description) and email it directly to: Laureana Jones, Internship Coordinator laureanajones@arizona.edu. Thank you.

SPONSORING ORGANIZATION: _____ **DATE:** _____

ADDRESS: _____

INTERNSHIP SUPERVISOR: _____

General Internship Description:

Purpose of the Internship: How the internship will provide a meaningful experience for the student?

Specific Duties and Responsibilities for intern: Include items such as the intern’s specific job functions and/or the intern’s professional responsibilities.

Obligations to the Intern: Include items such as potential for employment after graduation, mentoring by full-time professionals in the organization, formal communication lines between the supervisor and intern, etc.

Physical Demands/Work Environment: _____

Other: _____