



HOST SITE INTERNSHIP POSITION ANNOUNCEMENT

Please send to: Cynthia Simon, Director, CAS Internship Office
UNE, 11 Hills Beach Road, Biddeford, ME 04005
(207) 602-2540, fax (207) 602-5880, csimon@une.edu, www.une.edu/cas/internships

Organization: _____

Internship Position Title: _____

Supervisor: _____ **Title:** _____

Phone Number: _____ **Ext.:** _____ **E-mail:** _____

Street: _____ **City:** _____ **State:** _____ **Zip code:** _____

Brief Description of Organization:

of Employees: _____ Years in business: _____ Home based business? _____

Availability: _____ Spring (Jan-April). _____ Summer (May-Aug). _____ Fall (Sept-Dec).
Check if the position should _____ run this year only _____ run continuously year-round

Schedule: _____ Weekdays _____ Weekends _____ Evenings
Flexible schedule? _____ Yes _____ No. Est Number of hours per week/total: _____ / _____
(Minimum 120 hours - students complete 40 hours with their host site per credit registered)

How many interns would you like to host per semester? _____.

Compensation & Benefits:

_____ Salary (\$_____ hr) _____ Stipend (\$_____ total) _____ Room and board
_____ Room only _____ Meals only _____ Travel expenses
_____ Certifications (_____) _____ Grant funding
_____ Attendance at conferences / venues: _____
_____ Other benefits: _____

If you are a *for-profit* company and not a hospital or government agency, and the internship position is unpaid, please review the [Department of Labor Fair Labor Standards Act](#) as it related to compensation for internships. We also suggest consulting your human resources department or a legal representative before posting an unpaid position.

Internship prerequisites (training, coursework, certifications, or other required):

Will you provide the prerequisites as part of the internship? _____ Yes _____ No

Please explain: _____

Does this Internship replace a previously existing or future potential paid position of employment? _____ Yes _____ No

Anticipated % Distribution of Intern's time:

___ Field work, ___ Physical Care, ___ Shadowing, ___ Research, ___ Projects, ___ Technical,
___ Managerial / Supervisory, ___ Administrative, ___ Clerical/Mundane, ___ Other: _____

Brief description of Intern Duties and Responsibilities:

Do you prefer students from specific majors or disciplines? If so, which ones:

_____.

Intern Learning Outcomes (what the student will gain in the course of the internship):

Learned Knowledge _____

Soft Skills Development _____

Technology / Research / Tools / Equipment _____

Professional Development _____

Personal Growth _____

Other _____

How should students to apply for this position? (for example, send resume, cover letter, and two references via email; call to inquire; etc.)

Supervisor's signature (hand or electronic): _____