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): ________________________________