“Connecting Great Minds….. With Great Opportunities”

INTERNSHIP VACANCY FORM

DATE: ________________

Company: _______________________
Contact Person: _____________________ Title: _____________________
E-mail: ___________________________________________________________________
Address: __________________________________________________________________

Street    City  State  Zip Code

Telephone: _____________________________   Fax: _____________________________
Web Address: __________________________________________________________________
Primary Nature of Business: __________________________________________________________________

Internship Title: _________________________________________________

What are the skills that you will teach the student intern over the duration of the learning experience?
(Please be specific, as Faculty Departmental Advisors will review this to determine whether academic credit is applicable.)

1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________

How will you monitor the student’s progress and performance? (I.e. weekly meetings, projects completed performance review, etc.)
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

How do students apply? ___ Resume    ___ Application  ____ On-line   ____ In Person

Estimated number of hours per week: __________ Hourly compensation: __________

Date internship begins: ____________  Date internship ends: _________________

Is there a mandatory grade point average that the student must have to be considered? Yes   or    No
If YES, list GPA here: ____________________________

Please list any special skills that you seek in an intern:
__________________________________________________________________________
__________________________________________________________________________

6/2008
Select from the following majors.

- Any Major
- Anthropology
- Biology
- Chemistry/Physics/Astronomy
- Communicatin
- Computer Information Systems
- Economics
- English
- Fine Arts
- Geosciences
- History
- Mathematics
- Minority Studies
- Modern Languages/Comparative Literature/Linguistics
- Performing Arts
- Philosophy
- Psychology
- Sociology
- Women’s and Gender Studies
- Business Admin.
- MBA
- Financial Information Systems
- Education
- Social Work
- Spanish
- Computer Information Systems
- Criminal Justice
- Medical Laboratory Technology
- Dental Assisting
- Phlebotomy
- Public Affairs
- Non-Profit Management
- OTHER

IU Northwest Student Interns follow the Academic calendar schedule. All students must register for the internship during the required registration periods. The following are approximate semester schedules.

**Summer I:** May 3, 2008 – June 5, 2008

**Summer II:** June 30, 2008 – August 15, 2008

**Fall Semester:** August 25, 2008 – December 6, 2008

**Spring Semester:** January 12, 2009 – May 2, 2009

How frequently do you anticipate sponsoring IU Northwest interns?

- Spring
- Summer
- Fall
- Every Semester

Thank you for providing IU Northwest Career Services with this information. Upon receipt, your request will be processed. Students and appropriate faculty will be notified. You will be contacted if additional information is necessary.

However, if you have questions or concerns, please contact Tameeka Emory-Gamble, Internship Coordinator at (219)980-6650.

Please fax to 219.980.6990

Thanks!!!!