

Name of Intern

## **DESCRIPTION OF INTERNSHIP POSITION**

*(to be completed by professional supervisor)*

1. Briefly describe the duties you expect the intern to perform.
2. List below any specific qualities/coursework/experience you expect the intern to possess/  
have completed.
3. On the average, how many hours per week would the intern spend on the job?
4. What will the starting and ending dates of the internship be? \_\_\_\_\_ To  
\_\_\_\_\_.
5. What kind(s) of supervision will the intern receive?
6. Will the intern be compensated financially?
7. Will you evaluate the intern when asked for (typically two times during the internship and a final evaluation after the internship has been completed)?
8. Please include any additional information or comments you have.

Professional Supervisor's Signature

Name

Title

Organization

Business Address

Business Phone

*Please return to: Internship Coordinator, Speech Communication and Dramatic Arts, 333 Moore Hall, Central Michigan University, Mt. Pleasant, Michigan 48859*