

**Internship Workplan
and Position Description**
(To be completed by sponsoring agency)

**Washington State University
Thomas S. Foley Institute**
Pullman, WA 99164-5163
(509) 335-3477
Fax (509) 335-2096

Students have the option of receiving academic credit based upon an approved internship. The position description is used to develop an assignment for each student. The assignments can vary and include reports, research papers, and journals. Your efforts in clearly describing and defining what the student's intern responsibilities are an important contribution to a relevant assignment. Please summarize the description of the intern's responsibilities below. Thank you for your assistance. Please return this form to the Internship Coordinator at the above address.

Student's Name: _____ Student ID#: _____
Sponsoring Agency: _____
Agency Address: _____ City: _____ State: _____
Zip Code: _____ Telephone Number: _____ Fax/Email: _____
Internship Supervisor's Name: _____ Title: _____

Internship Position Title: _____

Is this internship compensated? YES / NO

If YES, please indicate compensation: \$ _____ per Hr/ Wk/ Mo

Approximately how many hours to be worked a week by the student? _____ per week

What is the anticipated period of this internship? From: _____, 20____ To: _____, 20____

Internship Duties and responsibilities (please attach additional sheets if needed):

Preferred Qualifications of interns: