



# Internship Site Approval Form

## SMCM Career Development Center

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SITE INFORMATION			
NAME OF ORGANIZATION		DATE	
WEBSITE			
DESCRIPTION OF ORGANIZATION			
SITE SUPERVISOR CONTACT INFORMATION			
CONTACT NAME		TITLE	
ADDRESS			
CITY/STATE		ZIP	
PHONE	FAX	E-MAIL	
INTERNSHIP INFORMATION			
REQUIRED SKILLS AND QUALIFICATIONS (Include suggested majors)			
APPLICATION PROCEDURES			
DOES SITE REQUIRE INTERN TO REGISTER FOR CREDIT?		DESCRIBE ANY COMPENSATION PROVIDED	
<input type="checkbox"/> YES <input type="checkbox"/> NO			

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## GENERAL POSITION DESCRIPTION

*(Please refer to the separate document "Developing a Quality Internship Program" for guidelines.)*

Describe **work projects and responsibilities** that a typical intern would be expected to assist with or perform independently. Tasks should be substantive and enable development of specific professional skills (e.g., performing laboratory tests, writing manuals, designing promotional materials, compiling reports, conducting research, developing presentations, updating databases, managing correspondence, performing intake, and creating lesson plans).

Explain the nature of the **training and learning** that will occur (e.g., tutorial sessions, step-by-step instructions, participation in established training, assigned reading, individual mentorship and supervision, observation of others, attendance at conferences/trade shows, performance feedback). If possible, include ways in which interns might apply their curriculum to the work setting or use their experience to complement their academic program (e.g., student will apply classroom-taught cataloging techniques to the documentation of artifacts).

Identify opportunities for **observation and interaction** that will help to orient the intern to your organization and type of work (e.g., shadowing activities, interviews, participation in professional/staff meetings, assisting professionals in action, observing contact with clients, visits to other departments or organizations).

## AUTHORIZATION

AUTHORIZATION	
SITE SUPERVISOR	ACADEMIC DEPARTMENT CHAIR <i>Indicates approval of internship for credit in the department below.</i>
NAME	NAME/DEPT
SIGNATURE/ DATE	SIGNATURE/ DATE