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## SPONSOR REQUEST FORM

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Thank you for agreeing to sponsor an intern. The following guidelines are designed to assist you in completing this form to ensure that program goals and student goals are achieved. We are looking for:

- Practical substantive experiences to enhance the learning and growth potential
- Projects where the responsibilities are clearly outlined
- Indications that a specific employee will be responsible for supervision
- Evidence that periodic and final evaluations will occur
- Projects that will provide a challenging learning experience with a reasonable chance for success
- Projects with well-written descriptions and concise objectives
- Prohibition of the use of an intern as solely a member of clerical staff

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*Please complete the entire form and use additional pages if necessary.*

Agency: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Applicable Major(s): \_\_\_\_\_

Semester Needed:     Fall                       Spring                       Summer

Start Date: \_\_\_\_\_                      End Date: \_\_\_\_\_

Hours/Week: \_\_\_\_\_                      Location: \_\_\_\_\_

Project Title/Function: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_                      Fax: \_\_\_\_\_

Email: \_\_\_\_\_

List at least 3 courses the student should have completed (i.e., Accounting, Business).


Outside work experience preferred/specific work skills required *(Note: Many college students will not have work experience in your area of need.)*


Preferred extra-curricular activities/interests


***In order to complete the next section, consider the what type of intern you are looking for and what functions that person will perform in your department.***

Describe the intern project, including necessary knowledge, skills, abilities and educational background.

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Project/Function Objective

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Major tasks to be performed

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Final product or outcome expected

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Knowledge to be gained by intern

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List specific project duties

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\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Staffing & Recruiting Signature*

\_\_\_\_\_  
*Date*