



Center for Experiential Learning & Career Success

TRINITY UNIVERSITY

TEMPLATE FOR WRITING INTERNSHIP DESCRIPTIONS

About the Organization

Give students a sense of your organization's identity. What does your organization value? And what products/services does it provide?

Position Summary

Tell the student how this internship serves the organization and the student expected contributions. Special projects can also be described here. This statement of purpose is analogous to a mission statement. It drives the development of the specific things the intern will do.

Details About the Work Experience

In order for the Center to identify workplace experiences that can legitimately be identified as an internship the following information is needed:

- General learning objectives – what is are the knowledge, skills and/or practical applications the student is expected to develop.
- Semester and Timeline – is this a fall/spring/summer or year-round opportunity? How many weeks is the intern committing to this experience?
- Compensation – is this a paid or unpaid internship?

Specific Responsibilities

This section identifies projects and daily tasks that the intern will deliver.

Qualifications and Preferred Skills

What hard and soft skills would you like the intern to bring to the job. Consider dividing into required and preferred.