

# Internship Job Description **Coastal Carolina University**

## Employer Information:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Employer Contact \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## Position Information:

Intern Job Title \_\_\_\_\_ Work Location \_\_\_\_\_  
Work Term \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
Work Hours \_\_\_\_\_ (10-20 hrs/wk.) \_\_\_\_\_ (30-40 hrs/wk.) \_\_\_\_\_ (Other) \_\_\_\_\_  
Compensation \_\_\_\_\_ Unpaid \_\_\_\_\_ Paid \_\_\_\_\_ Amount \_\_\_\_\_ (Other) \_\_\_\_\_  
Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Site Supervisor \_\_\_\_\_  
Supervisor Phone \_\_\_\_\_ Email \_\_\_\_\_

## Job Description (attach additional pages if needed)

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## Student Application Requirements

Resume \_\_\_\_\_ Employer Application \_\_\_\_\_ Transcripts \_\_\_\_\_ Preferred Majors \_\_\_\_\_

***Students will receive academic credit at the completion of their internship based upon your assessment of their work performance and satisfactory completion of their academic assignments. Clear orientation, direction, and evaluation by the Employer Site Supervisor are critical to the Intern's success.***

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

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### **PLEASE RETURN COMPLETED FORM**

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