Internship Program

Please type or print information in all sections. Please complete the attached job description template. You should use a separate form and job description for each type of position available.

**Employer Information**

Organization ___________________________ Contact Person ___________________________
Division or Department ______________________ Title ___________________________
Address ___________________________ Telephone ___________________________
                                         ___________________________ Fax ___________________________
Web Address ___________________________ email ___________________________

**Position Information**

Position Title ___________________________ GPA Requirement ___________________________
Number Available ___________________________ GPA Requirement ___________________________
Semester Employment to Begin: Fall (Late August – Mid-December) _____
Spring (Early January – Early May) _____
Summer (Mid-May – Mid-August) _____
Other (Any time of the Year) _____

Majors Preferred ___________________________ Rate of Pay ___________________________

Undergraduate student or MBA candidate – Undergraduate _____ MBA _____ Both _____

**Job Description** Please use the attached Internship Job Description template to describe the essential job responsibilities, essential job requirements, and employment status of the internship.

Employer’s Signature__________________________ Date_________________________

**Approved as Internship Course # (Circle one)**
ACCT 4893  ACCT 5893  BUAD 4893  BUAD 5893  ECON 4893  FINC 4893  LSBA 4893  MGMT 4893
MIS 4893  MIS 5893  MKTG 4893

Department Chair Signature__________________________ Date_________________________

Please email, hand deliver, fax or mail this completed document:
Internship Coordinator
Dillard College of Business Administration
3410 Taft Blvd.
Wichita Falls, TX 76308-2099
Fax (940) 397-4280 Phone (940) 397-4727 randi.roanhaus@mwsu.edu
Internship Job Description
(fill in below or attach to initial form)

Essential Job Responsibilities and Duties: (listing most important first)
1. 

2. 

3. 

4. 

5. 

Essential Job Requirements:

EDUCATION

EXPERIENCE

REQUIRED SKILLS

PREFERRED SKILLS

PHYSICAL REQUIREMENTS

Employment Status:
Exempt/Non-exempt
(Circle one)

Full-Time/Part-Time
(Circle one)

Permanent/Temporary
(Circle One)

LIMITATIONS AND DISCLAIMER
The above job description is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

_________________________  ______________________________
Supervisor’s Name  Title

_________________________  ______________________________
Supervisor’s Signature  Date