Title of Internship

Name of Internship Host Organization

Website:

Internship Start and End Dates:

Hours per week / total number of hours:

Compensation:

Internship is conducted (in person, completely virtual, hybrid):

Organization physical address:

Organization status (non-profit, private, government, educational, etc):

About the organization:

Include overview/mission/vision of organization.

Position Description and overview:

What is the basic overview of the position and main project? Example: Company X is currently seeking enthusiastic and resourceful interns to work in its Sustainability Communications Department. Working as an intern in the Sustainability Communications Department, you will be exposed to a variety of fields including advertising, copywriting, graphic design, direct marketing, print production, and public relations. You will also become familiar with sustainability metrics and indices, and how to communicate company sustainability benchmarks for public understanding. In addition to gaining valuable, hands-on experience in a fast-paced, exciting environment, you will also have the opportunity to request work projects in your particular area of interest.

Responsibilities include:

- Include a bulleted list of specific projects and responsibilities the intern is responsible for. Examples:
- Assist with publicizing and advertising company sustainability efforts.
- Market projects throughout various departments for approval.
- Research and respond to client inquiries regarding sustainability-related company initiatives.
- Identify sustainability initiatives within the company that can be expanded or improved.

Deliverables:

- Please list any specific deliverables or outcomes for this internship (reports, presentations, content development, articles published, events organized or attended, etc)
- If the internship is not already project based, is there opportunity for the intern to engage in a sustainability project in addition to the general responsibilities?

Connection to Global Futures major:

- Please describe how this internship connects to the global futures field of study
- How can interns apply their academic knowledge to this internship?

Learning Objectives / Opportunities:

- Internships are primarily learning opportunities for students. What will the intern learn by completing this internship?
- What transferable skills can be expected to be developed?
- Include any additional learning opportunities available to students—networking with organizational leadership to learn about careers (informational interviews), attending trainings, programs, meetings, or events, etc.

Stakeholder Engagement:

- Aside from direct supervisor, what kind of stakeholders can students expect to engage with? Are there other departments, colleagues, interns, clients, community members, volunteers, etc?
- Describe the opportunity to learn about the larger organization operations and industry

Training / Orientation:

- What kind of training or orientation is provided?
- How often will intern meet/have access to supervisor?

Complete following sections as needed, delete if not applicable:

If this is a virtual/remote/hybrid internship:

- Can the internship be done completely remotely, or is there an “in person” component required or preferred?
- How often and by what method will intern connect with supervisor?
- How will intern receive feedback on work?
- What tools/technology will be utilized? (Email, phone conferences, Skype, Google Hangouts, Dropbox, shared drives, etc)
- Opportunities to interact or engage with other interns, employees or stakeholders?

Qualifications:

List skills, abilities, interest, or experience needed for this opportunity. Can separate out into Required and Desired categories.

Examples:

- Currently enrolled in a Bachelor's or Master's degree program in sustainability or environmental science or related disciplineExcellent verbal and written communication skills
- Organizational skills
- Strong research skills
- Analytical skills (qualitative and/or quantitative analysis)
- Problem-solving skills

- Curiosity/desire to learn
- Ability to collaborate

- Communication skills: collaborative team player with an entrepreneurial spirit and can-do attitude
- Project management skills: strong work ethic and ability to meet project deadlines
- Independent, self-motivated: works independently and monitors own work to ensure quality; will ask questions and seek clarity, when necessary

Application Process:

- How will students apply? Resume & cover letter are most common. Include any specific information you'd like to see addressed in the materials.

- Include name and email address for materials submission