



American
University
Career Center

Internship Program

Job Description Form

Please complete this form if you would like your position to be considered for academic credit. AU students may earn academic credit for substantive, career-relevant internships that are related to their studies. To be eligible for academic credit, the position must provide a substantive learning experience, e.g., less than 15% of the student's time should be occupied with clerical duties. Positions generally must be a minimum of 15 hours per week for 12 weeks. Students are generally paid between \$8.00 - 15.00 per hour, depending on the student's academic and professional background.

Company: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Company Description: _____

Job Title: _____ **Student Name (if applicable):** _____

Qualifications: _____

Job Description: _____

What work samples will the student have to add to his portfolio at the end of this internship: _____

PERCENTAGE OF CLERICAL OR ADMINISTRATIVE WORK _____ %

Job Location (if different from company address): _____

How to Apply: Resume Writing Sample Cover Letter Other _____

Preferred Degree Level: Undergraduate Graduate Either

Wage/Salary: Hourly (\$ /hr) Stipend (\$ /) Unpaid International Currency

Days/hours per week: _____ **Duration of job:** _____

Number of Openings: _____ **Start date:** _____ **When to apply:** _____

Contact/Supervisor Name: Mr. Ms. _____

Title: _____ **Division:** _____

Phone: () _____ - _____ **ext.** _____ **Fax:** () _____ - _____

E-mail: _____ **Company Website (if applicable):** _____