University Internship Program
Hiring Summary Form to be completed by Faculty/Staff

This form must be completed for each student you wish to hire as a University Intern.

Department /Office: _____________________________ Internship Title: _____________________________

Name of Supervisor: _____________________________ Email: _____________________________

Name of Student (University Intern): _____________________________ Email: _____________________________

Major/School: _____________________________ Year in School: Fr. ___ So. ___ Jr. ___ Sr. ___ Grad Stu. ___

TU ID: _____________________________ Semester(s) in which intern will be hired: _____________________________

Estimated number of hours student will work per week/per semester: ________ Rate of pay per hour: ________

Check the funding option that best describes your needs (check one only).

____ I have full funding and do not require supplemental funding.

____ I am requesting supplemental funding from SVPUS (up to $400 per Intern, per semester).
   Funding requires that offices/departments must hire students who are eligible for federal work study.

____ I am requesting supplemental funding from OIA (up to $900 per office/department).
   Funding requires that offices/departments must hire international students.

Next Steps:

____ Post position and hire student through I-greentree. This must be done in order for student to be paid

Return completed form to: Career Center: 215.204.4462 (fax) or careercenter@temple.edu.