University Internship Program

University Intern Request Form to be completed by Faculty/Staff

Established by the Provost’s Office in 2009, the University Internship Program provides paid, professional internship opportunities on campus for Temple students. The Program was created to increase professional development opportunities for students and sustenance to participating offices/departments.

University Internships must provide:
- Specific goals and objectives for the internship, including at least one measurable opportunity to lead a project or significant portion of a project
- Practical experience connected to a student’s area of study and/or career interests
- Constructive bi-weekly feedback to the intern on performance and professional development
- Mid- and end-semester evaluations
- Minimum pay rate of $8.00

Office/Department: ____________________________ Campus location: ____________________________

Contact Person (name) ____________________________ (email) ____________________________ (phone) ____________________________

Person to whom the intern will be reporting: ____________________________ email: ____________________________

Type of Internship (internship title): ____________________________ Description of responsibilities: ____________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

Specific project(s) that will be completed by intern: ____________________________

_________________________________________________________________________________________

Number of hours per week: _____________ Pay rate (minimum $8.00 an hour): ____________________________

Skills required: ____________________________

_________________________________________________________________________________________

Preferred major(s): ____________________________

Student Status (check all that apply):  ___Freshman  ___Sophomore  ___Junior  ___Senior  ___Graduate Student

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.

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

Fall University Internship Request Deadline:  March 1