



Internship Opportunity 2005-2006

To be completed by or with the worksite supervisor.

Business Contact Information

Business: _____ Phone: _____

Contact: _____ Fax: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____ Website: _____

Internship Opportunity Description

Describe the job(s) that a SOTA student would be exposed to. _____

If you were to hire a person to fill this position, what qualifications and/or skills would you look for?

Describe the professional atmosphere at your workplace. What is the dress? What procedures do you insist upon if employees are sick or must be late?

Schedule. List the hours that would work well for a SOTA intern. Note any weekdays or dates that would be different, have conflicts, or would be special opportunities.
