



### Job Description Form

NOTE: If you have a formal job description for the internship, complete the top section ONLY and sign the form. Please submit a copy of the job description along with this form.

STUDENT NAME:				DATE:		
INTERNSHIP SITE:						
SITE ADDRESS:						
SUPERVISOR NAME & TITLE:						
SUPERVISOR PHONE & EMAIL:						
INTERNSHIP START/END DATE						
INTERN'S WEEKLY WORK SCHEDULE:						
PAID?	YES	NO	STRUCTURE?	IN-PERSON	VIRTUAL	HYBRID

PLEASE DESCRIBE THE INTERNSHIP PROJECT AND WORK GOALS.

WHAT RESOURCES WILL YOUR SITE PROVIDE IN ORDER FOR THE STUDENT TO COMPLETE THEIR WORK FOR YOU?

STUDENT SIGNATURE		DATE	
SUPERVISOR SIGNATURE		DATE	

Please return this completed form to your intern who will then upload it to Alverno's online system, LiveText.

Alverno College Career Studio: [careerstudio@alverno.edu](mailto:careerstudio@alverno.edu) / (414) 382-6010

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