



## Internship Description Form

Please fill out and return, with attached company letterhead to: [kayla.campana@ucf.edu](mailto:kayla.campana@ucf.edu). Call 407-823-0242 with any questions. Use additional sheets as needed.

Title of Intern (e.g. "Curatorial Intern," "Museum Education Intern," etc.): \_\_\_\_\_

General position description (intern project): \_\_\_\_\_

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Our interns typically work 10-12 hours per week for a total of 150-180 hours per term. Is this acceptable for your institution?    Yes     No

If "no," please explain: \_\_\_\_\_

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Name of individual scheduling internship and interviews: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Title: \_\_\_\_\_ Preferred Contact Method: \_\_\_\_\_

Name and title of internship supervisor: \_\_\_\_\_

Intern Duties and Responsibilities: \_\_\_\_\_

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Qualifications (indicate whether qualification is a "must" or a "preference"):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

