



Internship Proposal Form

Offices interested in hiring an intern should complete this form.

If you have any questions, please refer to the Student Internships website or contact
Richmond Community College Career Center Director.

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|---|--|
| Date: | |
| Company/Business: | |
| Division: | |
| Site Intern Supervisor: | Site Intern Supervisor Title: |
| Site Intern Supervisor Phone: | Site Intern Supervisor E-Mail: |
| Site Intern Supervisor Mailing Address: | Office Location: |
| Internship Job Title: | Number of intern positions available for this title: |
| Intern hours per week: | Requested Start Date: |

Approval Signatures:

Site Intern Supervisor/Manager

Date

Position Description: The following information will be used to create a position description that will be posted on the program's website and distributed to educational institutions. Please be as concise and specific as possible. Students will apply for internships based on this information. *Reminder: Programs will need to work with a college student's school schedule.*