Please complete the following information to request that an internship opportunity be posted for sustainability students. If you already have an internship description written up that contains this information, you can send it in lieu of this form. Please make sure to include any information from the form not already in your description.

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| **Organization Information** |
| Internship Organization Name:      | Address:      | Phone:       |
| Internship Supervisor Name:      | E-mail Address:      | Website:      |
| Organization is: [ ]  For Profit/Private [ ]  Nonprofit [ ]  Government Agency [ ]  Educational InstitutionOther:        |
| Internship is: [ ]  Unpaid [ ]  Paid Rate of pay:      Internship is: [ ]  In Person [ ]  Virtual [ ]  Hybrid (at least 50% of time should be spent on site) |
| Organizations are expected to adhere to the standards outlined by the [Fair Labor Standards Act](http://www.dol.gov/whd/regs/compliance/whdfs71.pdf). |
| How long has the organization existed?          | Does the organization have an established volunteer/internship program? [ ]  Yes [ ]  No  If yes, include a link to program or attach information:          |
| What is the organization’s mission and/or vision?       |
| The School of Sustainability conducts site visits with all new internship providers. Is the organization willing to participate in a site visit? [ ]  Yes [ ]  No   Name of person to contact in order to set up the site visit:       Email address:         |
| Type of Internship: : [ ]  Research [ ]  Field Work [ ]  Office or Business Other:        |
| Where will the internship be located?       |
| Please describe the equipment, technology, facilities that will be provided for the intern’s use (i.e. computer, phone, desk, email access, etc.):       |
| Is the intern expected to use their own personal computer?       |
| Are there any additional costs related to this placement that the intern will need to consider (i.e. background check, badges, parking, etc.):       |
| Hours per week expected:       |  Preferred work schedule (please include days/times if  necessary):       |
| **Summary of Planned Internship & Deliverables** | Please provide a list of proposed tasks, projects, and  assignments for an intern. Along with ongoing assignments, interns are expected to produce a final deliverable (report, presentation, event, etc). |
|           |
| **Learning Outcomes** | An internship is, first and foremost, a learning  experience for a student. Please outline what a student  will learn by completing the duties listed above. (“By the end of this internship, the student will be able to…”) |
|           |
| **Training**  | Identify the specific method of training you will employ to ensure your intern achieves the learning outcomes. Consider the type and frequency of mentorship you will provide and any materials, assignments, or orientations the intern must complete as part of training process. |
|       |
| **Minimum and Desired Qualifications**  | What are the skills & abilities necessary for this role? (proficiency in certain computer programs, previous experience desired, written or verbal communication skills, any specific technical skills, etc) |
|       |
| **Application Instructions**  | Please explain the application materials you  require, where to send them and to whom, and any  deadlines the student should be aware of (usually resume & cover letter are requested). |
|       |
| **Student Placement Agreement**  | ABOR/ASU requires a Student Placement Agreement on file for all internship placements. Please provide the name, title, and email address of the person/s authorized to sign this agreement. We will facilitate the agreement by DocuSign, if one is not already on file. |
|       |
| Return this form, along with any supporting documentation to the School of Sustainability Internship Coordinator, Caroline Savalle: caroline.savalle@asu.edu  |