

HOST COMPANY INTERNSHIP DESCRIPTION FORM

Please email (weissman.internships@baruch.cuny.edu) this form to the Internship Placement Program of the Weissman Center for International Business. *Your request will be assigned to an Internship Coordinator.*

CONTACT INFORMATION:

Company Name:			
Address:	Street:		Floor/Suite:
	City/State:		Zip:
Contact Person:		Dept.:	
Telephone:	Ext.:	Mobile:	
E-Mail:			
Website:			
How to send résumés? (enter if different from above email)			
Do you want the Internship Coordinator to schedule the interviews?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Office location of internship (if not above address):			
How did you learn about our program? <input type="checkbox"/> Email <input type="checkbox"/> Event <input type="checkbox"/> Referral <input type="checkbox"/> Website/Research			

INTERNSHIP DESCRIPTION:

Duration of semesters: Spring: late January-May / Summer: June-August / Fall: September-December

Start Date:		End Date:	
<input type="checkbox"/> Paid (20-40 hours) Stipend Amount:		Hourly Rate:	<input type="checkbox"/> Unpaid (10-20 hours)
Academic Credit: <input type="checkbox"/> Required (Juniors or above only) <input type="checkbox"/> Optional		<input type="checkbox"/> Lunch Reimbursed	
		<input type="checkbox"/> Travel Reimbursed	
Hours Per Week:			
Internship Title:			Number of Openings: <input type="text"/>

Description of Tasks/Projects:	
1.	
2.	
3.	
4.	
5.	
6.	

CANDIDATE QUALIFICATIONS/REQUIREMENTS:

Class Status (please select all that apply): <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	
Major/Minor or Specialization: (ex.: Accounting, Finance, Marketing, etc.)	Minimum GPA:
Skills Needed:	Technical:
	Language:
	Type of Experience:

For Office Use Only: Internship Coordinator Assigned: _____ Date Company Contacted: _____
