

<p style="text-align: center;">BUSINESS COMMUNITY INTERNSHIP QUESTIONNAIRE:</p>
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BUSINESS:

NAME:

CONTACT INFO:

WHAT ARE YOUR NEEDS?

- Problem related: What problem are you trying to solve?
 - Please describe:

- Project related: Do you have a specific project you need help with?
 - Please describe:

- Basic help: Do you need help with day-to-day activities?
 - Please describe:

- Other needs:

STUDENT SKILLS:

What knowledge base, skill set or skill level you would like interns to have?

Examples

- *Computer skills – word processing, database, spreadsheet*
- *Technical skills*
- *Spelling/Grammar level*

NUMBER OF INTERNSHIP POSITIONS:

How many internship positions do you anticipate accommodating?

What type of an internship schedule best meets your needs (example: a position for the entire semester or for part of the term?)

SUCCESS:

We wish to make this as successful as possible for everyone involved. Please describe how you would define a successful internship experience for you.

STUDENT APPLICATION:

What do interested students need to do to apply? Example: Email or mail cover letter along with a basic resume that includes work experience and related educational experience.

SCHOOL OF BUSINESS BENEFITS:

What benefits can you provide our department?

What benefits can you provide to our students?

Examples: Improved Communication, Management, Marketing Skills or Experience