|  |  |
| --- | --- |
| Position Number (if applicable): | Click or tap here to enter text. |
| Working Title: | Click or tap here to enter text. |
| Classification Title and Job Code (if applicable): | Click or tap here to enter text. |
| Department ID/Name: | Click or tap here to enter text. |
| Appropriate Administrator Title/Position Number: | Click or tap here to enter text. |
| Work Lead or Department Chair Title/Position Number: | Click or tap here to enter text. |
| Intern Name: | Click or tap here to enter text. |
| SJSU 9-digit ID Number: | Click or tap here to enter text. |

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

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| --- |
| **A. POSITION PURPOSE** |
| Click or tap here to enter text. |
| **B. TYPE OF SUPERVISION RECEIVED** |
| Direct Supervision: Work is performed according to detailed instructions and the supervision is available on short notice. The methods of work are well established and outlined. |
| Click or tap here to enter text. |
| **C. ESSENTIAL FUNCTIONS** |
| **Essential Functions and Associated Tasks** |
| Click or tap here to enter text. |
|  |

If this is for a paid Internship: The incumbent is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Other duties may be assigned by the Intern Supervisor.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **D. KNOWLEDGE, SKILLS and ABILITIES** | | | | | | | |
| **Knowledge, Skills and Abilities required to perform the Essential Functions in Section C** | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **E. PHYSICAL DEMANDS and WORK ENVIRONMENT** | | | | | | | |
| Describe the physical demands required of this internship (e.g. lifting, sitting, standing) and the work environment (e.g. typical office environment, moderate noise level). | | | | | | | |
| Click or tap here to enter text. | | | | | | | |
| **F. QUALIFICATIONS** | | | | | | | |
| Minimum Qualifications | | | | Preferred Qualifications | | | |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | | |
| Education: | | | | Education: | | | |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | | |
| Experience: | | | | Experience: | | | |
| Click or tap here to enter text. | | | | Click or tap here to enter text. | | | |
| **G. SIGNATURES** (Enter names only. Signatures will be obtained when UP finalizes position description) | | | | | | | |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. | |  | Date |  |
|  | Intern Name |  | Intern Signature | |  | Date Signed |  |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. | |  | Date |  |
|  | Appropriate Administrator Name |  | Appropriate Administrator Signature | |  | Date Signed |  |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. | |  | Date |  |
|  | University Personnel Name |  | University Personnel Signature | |  | Date Signed |  |
|  |  |  |  | |  |  |  |