**Great Lakes Career Ready Internship Program
Application Questions**

**Section 1: General Information**

|  |  |
| --- | --- |
| Organization Name: |  |
| Contact Name: |  |
| Contact Title: |  |
| Organization Website: |  |
| Mailing Address:StreetCity, State, Zip |  |
| Phone: | ( ) -  |
| Email: |  |
| Are you a graduate of Augsburg College? | □ Yes □ No |
| Has your organization employed Augsburg interns before? | □ Yes □ No |
| Organization Type: | □ For Profit □ Not for Profit □ College/University |
| How many intern positions are available at your organization for:Fall 2014Spring 2015Summer 2015 |  |

**Section 2: Internship Information
\* If you have more than one internship position, please complete a separate sheet for each.**

|  |  |
| --- | --- |
| Internship Position Title: |  |
| Industry: |  |
| Augsburg Major(s) targeted: |  |
| Have you hired an Augsburg intern in this position before? | □ Yes □ No |
| Preferred Internship timeframe: | □ Fall 2014 □ Spring 2015 □ Summer 2015 |
| Please indicate which statement applies to your internship: | □ I would like to convert an unpaid internship to paid□ I would like to create a new, paid internship |
| Would this opportunity replace a currently paid internship: | □ Yes □ No |
| Proposed number of hours per week: |  |
| Proposed hourly wage (Augsburg reserves the right to determine final rate): | $\_\_\_\_\_\_\_\_ per hour |
| What type of internship? | □ For Credit □ Not for credit □ No preference |

**Section 2 Continued: Internship Information
\* If you have more than one internship position, please complete a separate sheet for each.**

|  |  |
| --- | --- |
| **Position Description:** |  |
| **Skills, experience, qualifications desired:** |  |

**Section 3: Employer Agreement & Signature**

* I will ensure that the internship provides significant work projects with no more than 20% of work on administrative tasks.
* I agree to adhere to the Fair Labor Standards act (<http://www.dol.gov/whd/flsa/>).
* I agree to provide supervision and track hours worked by the intern.
* I agree to fill out and return the evaluation materials sent to me by Augsburg College.
* Schedule willing, I, or a representative from my company, will attend Augsburg’s year-end intern and employer reception.
* I agree to pay the applicable FICA costs when invoiced by Augsburg College (summer internships only).

Employer (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer (sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact:**Keith Munson Director, Career & Internship Services
Strommen Center for Meaningful Work
(612)330-1148 | munsonk@[augsburg.edu](http://augsburg.edu)

For additional information, visit community.mygreatlakes.org