



Great Lakes Career Ready Internship Program Application Questions

Section 1: General Information

Organization Name:	
Contact Name:	
Contact Title:	
Organization Website:	
Mailing Address: Street City, State, Zip	
Phone:	() -
Email:	
Are you a graduate of Augsburg College?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your organization employed Augsburg interns before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organization Type:	<input type="checkbox"/> For Profit <input type="checkbox"/> Not for Profit <input type="checkbox"/> College/University
How many intern positions are available at your organization for: Fall 2014 Spring 2015 Summer 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred Internship timeframe:	<input type="checkbox"/> Fall 2014 <input type="checkbox"/> Spring 2015 <input type="checkbox"/> Summer 2015
Please indicate which statement applies to your internship:	<input type="checkbox"/> I would like to convert an unpaid internship to paid <input type="checkbox"/> I would like to create a new, paid internship
Would this opportunity replace a currently paid internship:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed number of hours per week:	
Proposed hourly wage (Augsburg reserves the right to determine final rate):	\$_____ per hour
What type of internship?	<input type="checkbox"/> For Credit <input type="checkbox"/> Not for credit <input type="checkbox"/> 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
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For additional information, visit community.mygreatlakes.org