



Intern Request Form

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| Department | Department Contact | Budgeted Costs |
| Division | Phone | Proposed Wages |

Summary of Major Objectives:

A brief description of how the intern will assist in meeting departmental goals and objectives.

Major Responsibilities:

A description of what the intern's responsibilities will include.

Qualifications:

Desired prerequisites (ex: training or academic preparation).

Hours, Location & Commitment:

Specific hours, days and location of duty performance, including an estimate of the maximum number of hours required to meet the department's objectives.
