



Internship Needs Assessment

Confidentiality Statement: All the information shared with Clarion University will be held in the strictest confidence. The following information will be used to provide Clarion University with basic information about your company to better assist your business.

General Business Information

Name _____ Title _____

Name of Company _____ Telephone (____) _____

Address _____ Cell Phone (____) _____

City _____ State _____ Zip _____

Email Address _____ Company Website _____

Please provide a brief description of your business.

What products and services does your business sell?

Business Status:* **Non-Profit** **For-Profit**

*If you are a for-profit business and offering an unpaid internship, it must be towards credit hours.

Internship Information

Have you worked with a Clarion University intern in the past? **Yes** **No**

Date to Fill Position by _____

Position to Fill _____

Job Description _____

Job Qualifications (if any): **Yes** **No**

If so, what are they _____

Would you like to offer an internship: **For credit hours (Jr. or Sr. Only)** **Not for credit hours** **Not sure**

Number of internship hours per week: _____

Type of Internship: **On-site** **Virtual**

Time Frame of Internship: **Spring:** Mid-January to Early May **Summer:** Mid May to End of August

Fall: September to Mid-December **Other:** _____

Is this a paid internship?* **Yes** **No**

*Please take into the consideration that most students finance some portion of their education through employment.

Desired Academic Background: **Any** **Freshman** **Sophomore** **Junior** **Senior** **Graduate**

Desired Major of Intern- Check all that applies:

Education and Human Services

- Early Childhood Early Childhood Ed Education Middle Level Ed.
- Secondary Level Ed. Special Education Speech Language Pathology Speech Pathology and Audiology

Business Administration & Information Science

- Accounting Business Administration Computer Science Economics
- Finance Human Resources Information Systems International Business
- Management Marketing Real Estate Technology Leadership

Arts and Sciences

- Anthropology Art Biology Chemistry
- Communication English Environmental Biology Environmental Geoscience
- Geology History Liberal Studies Library Science
- Mathematics Medical Imaging Medical Technology Molecular Biology
- Nursing Philosophy Physics Political Science
- Psychology Rehabilitative Sciences Sociology Theatre
- World Languages

QPA Grade Scale: (A=4.0 B=3.0 C=2.0) - Check all that apply: **4.0-3.5** **3.5-3.0** **3.0-2.5**

Other

Please identify any other needs your organization has:

- Business Accounting/ Budget Business Plan Buy/Sell Business Cash Flow Management
- Customer Relations E-Business/ Commerce Financing/Capital Franchising
- Government Contracting Human Resources Information Security International Trade
- Legal Issues Managing a Business Managing Employees Marketing/Sales
- Other Social Media Tax Planning Technology/ Computers

Any other information you would like to provide: _____

Are you interested in participating in a mentoring program for Clarion University students? **Yes** **No**

The mentorship program is designed to connect Clarion students to business professional alumnae that can offer advice based on their real world perspective to future development of the student's business ventures. Additionally, mentors will be matched according to individual needs and can be connected through a variety of communication channels such as, telephone, e-mail, and face to face interactions.



Download the form

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