

Information Needed to Build an Internship Database

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| Internship Provider Information |
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| Employer name |
| Employer address |
| Internship coordinator or contact (Name, Number, Email) |
| Internship site supervisor (Name, Number, Email) |
| Employer mission |
| Employer website |
| Paid or unpaid / Pay rate |
| Number of internships available |
| Semester availability (e.g., only summer, only fall) |
| Employer preference for hours at internship per week |
| Requirements for internship: application, cover letter, academic standing, GPA, interview |
| Skills and knowledge necessary |
| Necessary training before internship (e.g., CPR, Excel, statistical programs) |
| Can this internship be done remotely? |
| Emergency contact information for student |
| Alumni contact(s) at internship site |
| Willingness to come to internship fair? |
| Big events at internship (for photographs or marketing materials) |
| Connection to political science/public affairs |
| Last student intern (Semester and Year of Internship; name and contact information may be protected)* |
| Information Relevant to Students |
| Common activities or assigned duties |
| Previous interns' anonymous feedback about the internship (with or without dates), including what skills are likely to be developed and what learning opportunities are possible |
| Site supervisor's willingness to write letters of recommendation |
| Opportunities for future employment at this site |
| Possible stipends or grants available |