**Determining the Project**

Supervisor Name:

Supervisor Contact:

Agency/Department:

Address:

Date:

|  |  |
| --- | --- |
| **Project Overview** | |
| Proposed Project Title |  |
| Brief Description of Project (Include goals, general tasks, and expected outcomes) |  |
| Are there any other tasks outside of the project the intern might perform? |  |

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| **Qualifications & Skills** | |
| What prerequisites/ pursued degree are needed for this project to be completed? |  |
| What basic skills are needed to perform the duties of this project? |  |
| Is there anything else that is needed for an intern to be successful in this position? |  |

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| **Project Scope and Suitability** | |
| The project can be completed or meaningfully progressed within an internship timeframe (One School Semester). Yes or No. |  |
| Does this project require more than one intern, Yes or No? If yes, how many do you estimate are needed? |  |
| The tasks are clearly defined and achievable for an intern. Yes or No. |  |
| Project requires minimal risk handling or sensitive/confidential work. Yes or No. |  |
| The work is not overly repetitive or administrative in nature. Yes or No. |  |

**Estimated Duration of Internship:**

(Choose the season you wish to have your internship and the estimated start and end dates. Should be around one school semester. Spring, Summer, or Fall)

Start Date:

End Date:

Estimated Hours/Week:

Daily Schedule:

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| --- | --- |
| **Support & Supervision** | |
| Assigned Supervisor |  |
| Assigned Mentor and contact information (If different from supervisor) |  |
| Are staff available to provide onboarding and regular feedback? Yes or No. |  |
| Are there opportunities for the Intern to present findings or results? Yes or No. |  |
| Is the team available for collaboration and guidance? Yes or No. |  |
| Is the supervisor available for weekly one on one meetings to gain an insight on the project and the intern's progress as well as provide feedback, support and answer questions? Yes or No. |  |
| How would you describe your team and department’s responsibilities? |  |

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| **Learning Opportunities for the Intern** | |
| What skills or competencies will the intern gain from this project? We recommend 3-5 skills to be learned. (Put a Y or N if it applies) | |
| Technical/Software Skills |  |
| Research & Analysis |  |
| Project Management |  |
| Communication/Collaboration with a team |  |
| Creative Thinking and Problem Solving |  |

Industry Specific Knowledge Expected to Gain (please specify):

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| --- | --- |
| **Agency Benefits** | |
| How does this project support your team or agency's goals? |  |
| What outcomes or deliverables are expected from this project? |  |

**Completed by HR**

Is this project approved for an internship?

Yes- If yes move onto the below section and start the creation of the position.

No- If no, let the hiring manager know why and encourage them to choose a different project.

Needs Work:Provide help to the hiring manager to make the project more internship friendly.

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| --- | --- |
| Does this project require more than one intern, Yes or No? If yes, how many do you estimate are needed? |  |

|  |  |
| --- | --- |
| Classification and Title: |  |
| Finalized Working Title: |  |
| Positions Number(s) |  |
| Is this a reclassification request or a compensation request for a new position? |  |
| Pay Rate and Compensation Level:  *If this position is paid at Level 1 compensation no further action is needed. If this position is to be paid at Level 2 or Level 3, send this form along with your proposed pay to DAS Class and Compensation.* |  |
| Payroll and Financial Access? |  |
| Email and Network Access? |  |
| Hire will be processed by- Agency Temporary or SOS Temporary. |  |

**To be used on the requisition:**

|  |  |
| --- | --- |
| Minimum Qualification: |  |
| Preferred Qualification: |  |
| Essential Functions: |  |
| Knowledge, Skills, and Abilities: |  |