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| --- | --- |
| Site Name: Please provide site name. | |
| Site Department: Please provide site department. | |
| Site Address: Please provide site address. | |
| Site Phone Number: Please provide site phone number. | |
| Name of Site Director/Supervisor: Please provide supervisor name.  Title: Please provide title.  Licensure Number (if applicable): Please provide licensure number.  Credential (if applicable): Please provide credential.  Contact Info: Please provide contact info. | |
| **Description of Internship (duties and responsibilities):**  Please provide description of internship. | |
| **Intern Qualifications:**  Comments. | |
| Assignment Start Date: Start date.  Comments. | Assignment End Date: End date.  Comments. |
| **Internship Schedule (mandatory days and hours):** | |
| Is the Site Flexible with Schedule? YES  NO | |
| Unpaid:  Paid:  Rate: Rate if applicable.  This position meets unpaid internship criteria: YES | |
| Available Intern Employment After Training? YES  NO  Not currently. | |
| Number of Openings: 1  2  3  4  5  Other | |
| Additional Information (deadlines, trainings, etc.): | |
| How to Apply: | |
| Any Additional Information (links, websites, etc.): | |

We greatly appreciate your interest in supporting interns within the School of Education at University of Redlands. We look forward to matching an intern to meet the duties and responsibilities listed above.

If you have any questions or concerns, please feel free to contact:

Office of Student Success  
School of Education  
University of Redlands  
[oss@redlands.edu](mailto:oss@redlands.edu)