

INTERNSHIP PROPOSAL FORM

INSTRUCTIONS: Please attach a Duty Statement for the position(s). Be as concise and specific as possible. Students will apply for internships based on the information provided. If you have questions, please refer to the *Student Internship Program* located on eBOE or contact the Internship Coordinator, *Carmen.Garcia@boe.ca.gov*

Reminder: Program Staff will need to work with a college student's school schedule.

OFFICES INTERESTED IN HIRING AN INTERN SHOULD COMPLETE THIS FORM

DEPARTMENT	DIVISION	DATE
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SITE INTERN SUPERVISOR/MANAGER INFORMATION

NAME		TITLE	
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	
BOE MAILING ADDRESS		BOE OFFICE LOCATION	

INTERNSHIP INFORMATION

JOB TITLE	NUMBER OF INTERN POSITIONS AVAILABLE FOR THIS JOB TITLE
INTERN HOURS PER WEEK	REQUESTED START DATE

APPROVAL SIGNATURE

SITE INTERN SUPERVISOR/MANAGER (<i>print name</i>)	SITE INTERN SUPERVISOR/MANAGER 	DATE
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POSITION DESCRIPTION

The information from the Duty Statement attached will be used to create a position description that will be posted on the *Student Internship Program's* website and distributed to educational institutions.

ATTACH DUTY STATEMENT