

**Penn State Harrisburg
School of Business Administration
Internship Program**

Internship Position Announcement

Name of organization _____

Address _____

Type of business _____

Internship representative _____

Telephone _____ Fax _____ Email _____

Internship position title _____

Compensation rate _____ Hours per week _____

Preferred dates _____ Estimated total hours _____

Description of job activities

Requirements for the position

Position approval _____

(Signature of organizational representative)

(Date)

(Title)

(Telephone)

Return completed form to: Internship Coordinator, School of Business Administration,
Penn State Harrisburg, 777 W. Harrisburg Pike, Middletown, PA 17057-4898;
Fax: (717) 948-6456; Telephone: (717) 948-6141