

**Internship Workplan  
and Position Description**  
(To be completed by sponsoring agency)

**University of Nebraska at Kearney**  
**Department Criminal Justice**  
**Attn: Danielle Lively Neal**  
Kearney, NE 68849  
(308) 865-8756  
Fax (308) 865-8567

Students have the option of receiving academic credit based upon an approved internship. The position description is used to develop an assignment for each student. The assignments can vary and include reports, research papers, and journals. Your efforts in clearly describing and defining what the student's intern responsibilities are an important contribution to a relevant assignment. Please summarize the description of the intern's responsibilities below. Thank you for your assistance. Please return this form to the Internship Coordinator, Danielle Lively Neal, at the above address.

Student's Name: _____	Student ID#: _____
Sponsoring Agency: _____	
Agency Address: _____	City: _____ State: _____
Zip Code: _____	Telephone Number: _____ Email: _____
Internship Supervisor's Name: _____	Title: _____

Internship Position Title: \_\_\_\_\_

Is this internship compensated? YES / NO If YES, please indicate compensation: \$ \_\_\_\_\_ per Hr/ Wk/ Mo

Approximately how many hours to be worked a week by the student? \_\_\_\_\_ per week

What is the anticipated period of this internship? From: \_\_\_\_\_, 20\_\_\_\_ To: \_\_\_\_\_, 20\_\_\_\_

Internship Duties and responsibilities (please attach additional sheets if needed):

Preferred Qualifications of interns: