*\*The primary goal of any internship is to give the intern a meaningful, high-quality learning experience. Before drafting your internship job description, take time to clearly define what you want the intern to learn and achieve by the end of their experience. These learning goals will serve as the foundation for shaping the role’s responsibilities and expectations laid out in the job description. If you haven’t done so yet, you can use the* [***Internship Learning Objectives Worksheet***](https://docs.google.com/document/d/1mC5AfTwkwlavYCdTx5PX287-tJBW28w9fH9HlEl1m2A/edit?usp=sharing) *to guide you in identifying and refining these goals (this document is view only, so please download to edit).*

## 

## **Internship Job Description Content Guide**

Use this guide to help shape a clear and engaging internship opportunity that attracts the right students, sets expectations, and supports learning.

### 

### Structure of the Internship

With the internship learning goals established, you can begin to design the internship structure. Below are three common and effective internship models to consider:

* **Rotation Internship:** The rotational internship structure offers dynamic and comprehensive exposure to different roles and departments within the organization. Interns on this track benefit from a well-rounded perspective, honing versatile skills, and exploring the different roles and career paths within the organization. This approach encourages adaptability and a holistic understanding of business operations.
* **Role-Specific Internship:** Internships can be focused within a specific role or department, allowing interns to delve deeply into their chosen field, gaining specialized expertise and contributing meaningfully to the team's objectives. This approach fosters a strong sense of ownership and mastery.
* **Project-Focused Internship:** A project-focused internship assigns interns to an important project to complete within the internship timeline. This approach grants interns a heightened sense of responsibility as they work on a real-life project with tangible impacts on the organization. Simultaneously, it brings fresh, diverse perspectives that can kickstart new or postponed projects and strategies.

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### Internship Job Description Content

### Internship Title

Provide a clear, specific title that reflects the role and makes sense to a high school or college student.

**Examples**:

* Marketing Intern
* Engineering & Design Intern
* Animal Care Assistant Intern

### Internship Overview (1–2 Paragraphs)

Briefly describe your organization, the department/team the intern will be working with, and the purpose of the internship.

* What does your organization do?
* What will this intern help with or contribute to?
* What makes this opportunity meaningful or exciting?

### Internship Learning Goals

List 3–5 goals that describe what the student will learn or gain from this experience. These should reflect the educational purpose of the internship. The [**Internship Learning Goals Worksheet**](https://docs.google.com/document/d/1mC5AfTwkwlavYCdTx5PX287-tJBW28w9fH9HlEl1m2A/edit?usp=sharing) is a tool to guide you in identifying and refining these objectives (this document is view only; please download to edit).

**Examples**:

* Develop an understanding of project management and budgeting tools by the end of the internship.
* Understand and demonstrate the basic process for triage and patient intake within the first 20 hours of the internship.
* Demonstrate the ability to consistently write a professional email by the end of the internship.

### What the Intern Will Do

Describe the types of tasks, projects, or responsibilities the intern will take on. If the learning goals above are *what* the intern will learn, this is *how* the intern will learn it. Include examples of both daily activities and larger projects if applicable.

**Examples**:

* Assist with social media content creation.
* Shadow technicians during equipment maintenance.
* Participate in staff meetings and take notes.
* Organize inventory and help with customer orders.

### Skills and Knowledge the Intern Will Gain

List the workplace or industry-specific skills your intern will walk away with. These can include technical, soft, or transferable skills.

**Examples**:

* Time management and task prioritization
* Using graphic design software (e.g., Canva, Adobe Photoshop)
* Customer service and communication skills
* Understanding of renewable energy systems

### Preferred Skills or Interests (Optional)

Outline any background knowledge, interests, or personal traits that would help a student thrive in this role. These should serve as helpful guidelines, not strict requirements. Keep in mind that most interns are still developing their skills and may have little to no industry experience. Focus on basic, accessible skills and interests - ones that a student could reasonably gain through school, extracurricular activities, or everyday life.

**Examples**:

* Interest in science or the environment
* Comfortable working with animals
* Curious, eager to learn, and reliable
* Basic computer skills or familiarity with Google Docs

### Internship Schedule

Include the following:

* Approximate start and end date (or date range)
* Desired hours per week (e.g., 5–10 hours/week)
* Preferred days & times (e.g., Monday–Thursday afternoons, flexible scheduling)

*Tip: Be realistic and flexible to accommodate school schedules. Some students can leave school early to attend an internship, while others are only available after the school day ends. The more flexible your internship structure (e.g., hosting on weekends or past 5:00 P.M. on weekdays), the more likely it is that CTE Foundation can match you with a well-suited intern.*

### Internship Compensation

Clearly state if the internship is paid (include rate, if known) or unpaid.

### Intern Supervision & Support

List the name and title of the intern’s direct supervisor and/or mentor.

### Location & Work Environment

* Is this internship always in-person (include worksite address) or a hybrid of in-person and remote work?
* Specify if a uniform or specific work attire is required, and whether it will be provided by your organization.
* Include any special notes (e.g., must be comfortable working outdoors, may require closed-toe shoes)