

# RMU Academic Internship Program

## REQUIRED EMPLOYER INFORMATION

A student from Robert Morris University is applying to use their internship with your company/organization for academic credit. In order for us to process this request, we need the following information from you:

Using your company/organization email, please send your intern the following information in the body of the email:

- **Dates of Internship**
  - **Start Date** (day, month, year) to **End Date** (day, month, year)
  - Number of hours per week
- **Compensation**
  - Hourly rate (\$XX.XX), stipend amount, or indicate if unpaid
- **Student's Work Location: In-person, remote, or hybrid?**
  - If in-person, please provide the company/organization address
- **Job Description (role, responsibilities, and training):**
  - Essential functions and varying responsibilities of the intern position
  - List specific duties the intern will be asked to perform
  - Potential projects
  - Skills required for the intern position

RMU's Career and Professional Development Center requires employers to be approved in Handshake. We will reach out to you if your company/organization needs approved.