Overview

Graduate students within the School of Interdisciplinary Arts and Sciences at UW Bothell may conduct internships as a way of enhancing their learning process through practical experience. Each graduate student brings a unique set of professional and emerging skills, and internship sites are encouraged to learn about the student’s background, career goals, and graduate program in order to maximize the student’s talents.

IAS graduate students have diverse interests and career goals and are balancing multiple priorities. To help students assess the fit and feasibility of an internship opportunity, these details are often useful:

- Desired qualifications
- Duration of assignment (i.e., # of weeks or timeframe)
- Ideal start date
- Hours per week
- Location (office and/or remote)
- Compensation: Volunteer, hourly, or stipend

The template on the next page provides guidance on developing a description.

Academic Requirements

In addition to fulfilling duties defined by the internship site, students may choose to pursue academic credit and in such cases, are responsible for the following academic requirements:

- completing a specified number of hours,
- establishing a set of learning goals, and
- submitting an academic product to a faculty advisor.

Students are responsible for negotiating these terms, and if necessary, will seek input from the site.

Advising

Student interns are managed by a Site Supervisor. This person oversees the student’s duties and progress toward goals. Additionally the Site Supervisor may facilitate the development of new skills and provide mentorship around the internship’s professional sector. Please refer to the MACS-MAPS Internship Site Guide for additional information for site supervisors.

Student’s pursuing academic credit will secure a faculty advisor to oversee the academic components of the internship and assists in developing an internship agreement, or learning contract. This advisor is also a resource to the site throughout the course of the internship.

Questions? Contact Assistant Director of Graduate Programs Kate Osmond: kosmond@uw.edu or 425-352-3406.
INTERNSHIP OPPORTUNITY

Organization: [name of your organization/company]
Position Title: [internship title]
Duration: [quarter or dates preferred]
Schedule: [hours per week & time of day to be completed]
Location: [list city location and/or “remote” if work can be done elsewhere]
Reports To: [name of supervisor, supervisor’s title]
Compensation: [list applicable rate or “Volunteer,” if no compensation is available]

About the Organization:

[Describe your organization. Mission and vision statements are appropriate here.]

Other details that may be of interest to a potential intern:

- Your industry and areas of expertise
- Products/programs/services provided
- Description of your target audience
- Your organization’s geographical reach and office locations
- Organizational achievements

Position Summary:
[Describe the general goal(s) of the position and how it contributes to the organization’s mission.]

Essential Duties and Responsibilities:
- List tasks, projects and events to be completed or supported by this position

Desired Minimum Qualifications:
- List desired qualifications, which might include: past work or volunteer experiences, areas of knowledge or expertise, technical competencies, skill sets and temperament

Application Process:
Please provide a letter of introduction and resume by [date] to:

[name]
[email]
[phone]

For more information on [your organization], please visit our website: [your URL]