

Internship Position Description Form

Position Number (for use by HC Office):	
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Company:			
Division, Group or Section:			
Mail Code:			
Street Address			
City:	Zip Code:		

Confidential		
Name of HR/Hiring Manager		
HR/Hiring Manager E-mail Address		
HR/Hiring Manager Phone Number		
	Extension:	

Intern Position Title			
Hourly Rate:			
Benefits Provided:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Name of Intern's Supervisor:			
Supervisor Title:			
Supervisor Email-Address			
Supervisor Phone Number			
	Extension:		

Specializations Required:

- Computer Science or Software Engineering
- Engineering – Manufacturing
- Engineering – Computer
- Engineering – Civil
- Engineering – Mechanical

Education Level: Undergraduate Graduate Either

We can employ:

- Persons with legal entitlement to freely work in the U.S.
- Only** U.S. Citizens (only if the intern will do secret or classified work)
- International students with permission to work as interns. International students can typically work up to 3 years (CPT/OPT combination) as part of their academic program. CSUN/student will obtain necessary visa at no cost to employer.

Needed Skills and Abilities of Student	
1	
2	
3	

Brief Position Description	

Company Goals for this position	
1	
2	
3	

Planned work assignments	
1	
2	
3	

Additional Notes and Requirements	

Please mail or fax completed Position Descriptions with Industry Agreement to

Honors Co-Op Program Office

College of Engineering and Computer Science

California State University, Northridge

18111 Nordhoff Street, M/C 8295, Northridge, CA 91330-8295

Fax to (818)677-5982

For further information, email ecscoop@csun.edu or call (818)677-2146

Please submit a separate position description form for each position