

Internship Process

1. The sponsoring company will identify an appropriate project or internship support position and create a job description, including preferred skill set, hours per week (typically at least 15-20), flexibility of work hours and pay rate. For any questions regarding work that fits IT internship requirements e-mail the instructor(see below).
2. If you first want additional information, complete an [Employer Internship Information Form](#).
3. Internship descriptions will be posted to a website and students will be notified to consider the internship opportunity. Students will register by completing a [Student Internship Registration Form](#) and notify us of interest in applying to any specific internship opportunity by providing a resume to itinternships@georgiasouthern.edu or directly to the company per the job description.
4. Acceptable applicants' resumes will be forward to a liaison at the sponsoring organization or will be received directly by the company. Arrangements for interview(s) and intern hiring are based upon each company's own internal selection and employment process.
5. Instrcutor should be notified when the position is filled so a contract can be completed, which will include a mid-term and final evaluation form for the intern's supervisor to complete. (See the Sample Agreement.)
6. During the term of the internship, if any issues arise with the performance or conduct of the intern [instructor](#) should be notified immediately.

Fall and Spring Semester

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Summer Terms

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