



Hello, and thank you for your consideration in potentially hosting a student from Calumet College of St. Joseph (CCSJ) as an intern with your organization. While we believe that internships can be a truly valuable experience for our students, we also recognize the time, energy, and effort it can take to host interns, and we appreciate your work and partnership with this opportunity.

With that, there are a few common things we need from each of our partners in order to continue:

- ❖ The best contact information for the organization, as well as for the supervisor of the intern (if different): this includes the name of the organization and address, along with name, title, phone number and e-mail for the applicable parties.
- ❖ A detailed internship/job listing, including a list of expected duties and work to be completed in this role, as well as any qualifications/requirements for potential candidates. This will help us ensure that the internship will assist the student in their professional progression, while also ensuring that we are connecting qualified applicants to the role(s).
- ❖ A tentative schedule: While internships can range in duration, schedule, and hours, we ask that each internship be a minimum of 120 hours spread across one semester (14 weeks in either Summer, Fall, or Spring). Internship opportunities are free to be more than one semester long, or more than 120 hours, but in order to ensure a robust experience, we ask for adherence to at least the minimum schedule.
- ❖ Your organization to be included in our Handshake network: Handshake is a Career Services platform used by CCSJ and many other universities across NWI and the country, and we utilize it to share your opportunities with students, and track our partnerships with employers. If you do not already have a Handshake account, we can assist you with that no problem!

Thanks again for your time and assistance in creating this robust opportunity for our students. If you have any other questions, or if there is anything else we can do to assist in this process, please don't hesitate to ask!

Sincerely,

Matt Vicars

Director of Career Services

Calumet College of St. Joseph

2400 New York Ave. Whiting, IN 46394

P. 219-473-4253

mvicars@ccsj.edu