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****Marshall University
Lewis College of Business Internship Program

What do you as an employer want in your new employees? In general, we would like to know the various qualifications, skills, and qualities you look for in an intern/employee. Please help the Lewis College of Business better serve you by filling out the below survey. We will use this information to try to better match student skills with company needs and to assist in job description development.

**Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail or phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What types of areas are you interested in for student interns? (We currently have undergraduate majors in Accounting, Economics, Finance, International Business, Management, Management Information Systems, and Marketing. We also have masters programs in Accounting, Human Resource Management, M.B.A. and Health Care Administration)**

**Are there certain skills that you need available in your employees that are critical for your business needs?**

**What kinds of projects, tasks, and responsibilities might an intern have in your organization? Please attach company information or a brochure, if available.**

**What are your desired qualifications? (Class rank, GPA, etc.)**

**When would your internship be available?**

**Fall (August – December)**

**Winter Break (mid-Dec to mid-Jan)**

**Spring (January – May)**

**Summer (May – August)**

**If you have a preferred length of time that you would like internships to last, list the number of weeks or months. Many internships are offered for a full semester (12-15 weeks)**

**Would you prefer a part-time or full-time intern? (Most internships are part-time throughout the school year and full-time in the summer) If known, how many hours per week?**

***Compensation***

**Salary/wage ($\_\_\_\_\_\_\_)**

**Unpaid Intern**

**Negotiable**

**Academic Credit Only**

**Other: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**How can we best assist you in creating an internship opportunity? (i.e. help with job descriptions, recruiting, on campus interviews or information sessions, etc.)**

**How/where would you like to receive the student resumes/applications?**

**Are there any additional comments you would like to add in regards to your student intern needs?**