



# Intern Request Form

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Department	Department Contact	Budgeted Costs
Division	Phone	Proposed Wages

**Summary of Major Objectives:**

*A brief description of how the intern will assist in meeting departmental goals and objectives.*

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**Major Responsibilities:**

*A description of what the intern's responsibilities will include.*

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**Qualifications:**

*Desired prerequisites (ex: training or academic preparation).*

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**Hours, Location & Commitment:**

*Specific hours, days and location of duty performance, including an estimate of the maximum number of hours required to meet the department's objectives.*

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