

Richard W. Roper Undergraduate Scholarship in Civic Responsibility



*School of Public Affairs and Administration, the Office of Student Life and Leadership,
and the Joseph C. Cornwall Center for Metropolitan Studies*

AGENCY INFORMATION FORM

(for internship supervisor to complete*)

Submit completed forms and supporting materials to: roper_scholarship@newark.rutgers.edu

Company/Organization Name:

Company/Organization Address:

Supervisor Name and Title:

Supervisor Email and Phone:

INTERNSHIP EXPECTATIONS, RESPONSIBILITIES, and SKILLS

A detailed job description or offer letter is required to be eligible for the **Richard W. Roper Undergraduate Scholarship in Civic Responsibility** and can be used to answer all questions.

What is the nature and extent of internship responsibilities? Please include specific tasks.

What specific results or deliverables are expected of the intern?

What professional skills will the intern develop?

What professional contacts will be available to the intern?
What resources will the intern be able to use (examples)?

Is the intern currently affiliated with your company/organization? If yes, in what capacity?

Will the student be placed at a different location other than the aforementioned address? If yes, please provide the alternative location.

Will student be compensated?

Start and Stop Date of Internship: