

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Internship Program Portland Development Commission (PDC)

PDC provides college students with the opportunity to complement their formal education with career-related experience through the PDC Internship Program. The success of this program is based on providing students with meaningful work assignments, effective supervision and mentoring, appropriate feedback throughout the process and a formal evaluation at the end of the assignment. The PDC Internship Program is offered year-round.

Eligibility:

College students are eligible for the PDC Internship Program based upon the following criteria:

- Current status as a junior (3rd year), senior (4th year) or graduate (5th year) student.
- Current overall GPA of 3.0 or above.
- Formal documentation from the college supporting a student's participation in the internship program. Information provided to PDC should contain relevant college course or program requirements such as: number of credits to be received, total hours required, clearly stated learning objectives, evaluation process standards and professor/supervisor contact information. PDC also expects each student to present an initial self-developed Internship Training/Experience Plan that outlines their personal learning objective which can be updated when the internship is designated. This plan can be updated upon start of internship to reflect PDC specific experience offerings.

Program Structure:

- Minimum time commitment: 10-12 weeks, 20-40 hours per week.
- Supervisors and mentors are provided to guide interns throughout their assignment.
- Supervisors provide a formal evaluation upon conclusion of the assignment.
- Monetary compensation is not provided. Upon successful completion of an internship, students may be eligible for short term project work as a Student Employee.