Offering an Internship? Potential Site Supervisors, we look forward to working with you! We highly recommend that you use Handshake to post internship listing; you can notify us of the Handshake posting, and specify that you’re looking for students from our Department! Please see the “Hire UA” handout on this page!

Additionally, if you contact us directly, internship announcements can be placed in our school online forum. During the school year, these announcements may be included in electronic newsletters to students. If you produce paper announcements these will be posted in the SI front office in the Harvill Building.

Title: It helps students if the title is linked to a real job title. When they later apply for jobs the title can help to catch the eye potential employers.

Description: Describe the work environment and job duties to be performed, application deadline, pay scale if any, work hours. The internship advertisement may remain on the forum after the application deadline but it will not be emailed or otherwise distributed after that date.

Supervisor: Provide a contact person so perspective interns can contact you with questions.

Location: (may be online). Street address information may be used to map internship locations.

Program Learning Objectives: What will the intern learn? This is sometimes negotiated with the student based on their existing skills.

Technical Skills Required: eg. List of courses, particular computer skills

Job Requirements: eg. Degree program. list of courses, public speaking, etc.

For more information, contact our Internships Director Dr. Diana Daly at didaly@email.arizona.edu.

For undergraduate internships, please send to or cc Advisor Laura Owen on internships listings and questions: lauraowen@email.arizona.edu.