

TEXAS TECH UNIVERSITY
Construction Engineering Program

INTERNSHIP JOB DESCRIPTION

STUDENT NAME _____

EMPLOYING ORGANIZATION _____

CONTACT NAME _____ TELEPHONE _____

ADDRESS _____

EMPLOYING ORGANIZATION'S BUSINESS HOURS OF OPERATION _____

DATE WORK ASSIGNMENT WILL START AND END _____

WORK HOURS PER DAY _____ WORK DAYS PER WEEK _____

HOLIDAYS DURING WORK ASSIGNMENT _____

TOTAL HOURS OF WORK _____

INTERNSHIP JOB TITLE _____

BRIEF DESCRIPTION OF ASSIGNMENT AND GOALS EXPECTED OF INTERNSHIP STUDENT:

FIRST WORK PERIOD _____

SECOND WORK PERIOD (IF APPLICABLE) _____

THIRD WORK PERIOD (IF APPLICABLE) _____

LOCATION OF WORK _____

WORKING CONDITIONS _____

COMPANY PAID BENEFITS _____

HOUSING INFORMATION _____

ADDITIONAL PERTINENT INFORMATION ABOUT THE JOB {REQUIRES SECURITY CLEARANCE, SPECIAL SKILLS, SPECIFIC COURSES}

PLEASE RETURN THIS FORM TO:
TEXAS TECH UNIVERSITY
Jacob Jahn
Civil, Environmental and Construction Engineering Department
P.O. BOX 41023
LUBBOCK, TX 79409-1023

OR email to:
jjahn@ttu.edu
(806)834.1960