REQUIRED EMPLOYER INFORMATION
RMU Academic Internship Program

A student from Robert Morris University is applying to use their internship with your company/organization for academic credit. Using your company/organization email address, please send your intern the following information in the body of an email:

- **Internship Start Date -** Include the day, month, and year
- **Internship End Date -** Include the day, month, and year
- **Working Hours Per Week -** Include the approximate number of hours per week
- **Compensation -** Specify the hourly wage, stipend amount, or indicate if unpaid
- **Work Model-** Indicate if the internship is in-person, hybrid, or remote
- **Work Location -** If in-person or hybrid, provide the student's full work address
- **Job Description -** Include the following details about the student's role:
  - Essential functions and varying responsibilities of the intern
  - Specific duties and tasks the intern will perform
  - Any potential projects or training the intern may be involved in
  - Skills and qualifications required for the position

Example Email:

RMU Career and Professional Development Center,

Please see the information below regarding **[intern's name]** internship at Example ABC Corporation:

- **Internship Start Date:** August 25, 2025
- **Internship End Date:** December 5, 2025
- **Working Hours Per Week:** 10 hours/week
- **Compensation:** $15.00/hour
- **Work Model:** In-person
- **Work Location:** 12345 Example Avenue, Pittsburgh, PA 11111
- **Job Description:** [Intern's name] is responsible for... *(employer lists out job description)*

Please let me know if you need any additional information. Thanks!

[Your Name]
Example ABC Corporation
12345 Example Avenue, Pittsburgh, PA 11111

RMU's Career and Professional Development Center requires employers to be approved on Handshake. If your company/organization is not yet approved, our center will reach out with information regarding the registration and approval process.

For questions, contact: careercenter@rmu.edu