**Work-Integrated Learning: Position Descriptions**

Though similar in many ways to job descriptions, internship/Co-op position descriptions have unique attributes that help establish a focus on student learning and ensure that student and employer have shared expectations.

**Standard Sections**

Similar to Job Descriptions:

* Sell your organization - Make candidates excited about what your organization does. Mention why your organization matters, what makes it special, and why readers should intern there.
* Describe the role - Tell potential interns how they will be contributing to your organization, projects they will work on, teams they will be a part of, tasks they will be handling, etc.
* List requirements - What skills, characteristics, and interests would make a successful intern/Co-op? Mention whether they are required or just desired.
* Application instructions - What do applicants need to submit, how, and by when?
* Compensation - How much will students be paid?

Section on Expected Learning

Describe what students will learn:

* Though students are eager to contribute to your organization, they are also curious as to what they will gain from the experience.
* Including a learning section helps students know you are committed to their learning and success.

Sample Section Titles:

* What you will learn
* Students will develop skills in
* You will gain experience in
* How you will benefit

Desired Learning Prompt

Ask Students to Reflect:

* Ask students to include a few ideas about what they would like to learn in their cover letter.
* This helps students develop a habit of reflection and helps ensure a good match.

Logistical Expectations

Be Clear About:

* Opportunity start and end date.
* Expected hours per week.
* Location of Work-Integrated Learning site.