FORM I
INTERNSHIP AGENCY QUESTIONNAIRE
*MS Word document at http://www.wiu.edu/coehs/leja/fire/index.php current students, internship forms

1. Name of Agency: ____________________________________________

2. Name of Coordinator: ____________________________________________ E-Mail Address

3. Agency Address: ____________________________________________

   Number          Street

   City          State          Zip

4. Phone: ___________________________ Fax: ___________________________

   (Area) Number          Extension

   (Area) Number

5. Name of person in agency to contact if coordinator is not available: ____________________________ E-Mail Address

   Name: ____________________________________________ Phone: ____________________________________________

6. What function or activities of your agency do you think will be especially beneficial for students to observe and/or participate in?

7. If appropriate, what types of research activities would you let our students participate in while they are with your agency?

8. What is the best length of time for students to stay with your agency?

   Maximum ________ weeks     Minimum ________ weeks     Preferred ________ weeks

9. Maximum number of students who can be assigned to your agency at any given time: ________

10. Do you foresee any problems pursuant to the sex of the student? Male __________ Female __________

    Explain: ____________________________________________

11. List any unique requirements your agency has for the intern, i.e., agency waivers, special applications, dress code, specific hours, etc. ____________________________________________

12. What is the population of your community? ____________________________

13. How many individuals are employed by your agency? ____________________________

*If you have any additional information that would be helpful to perspective intern candidates, please forward it with this completed form. This form and all internship materials (MS Word documents, text boxes) can be found at http://www.wiu.edu/coehs/leja/fire/index.php - Current Students, Internship Forms.

Thank you!
Form completed by: _____________________________ Date ____________________