

MEMORANDUM

RE: Student Interns Now Available

Washington State University Tri-Cities is accepting applications for its Entrepreneurial Internship Program. This internship program matches senior-level and graduate business, liberal arts, engineering and computer science students with local companies to assist with specific projects. Past projects have included market research, technology transfer assessment, product development strategies, mechanical pump design, new market expansion, a strategic marketing plan an updated website, programmable logic controller, an improved inventory management system, quality assurance plans, oral history database, human resource plans, or finance planning through debt or equity sources. These are important and necessary components to business growth and profitability, but sometimes the day-to-day operation of the business makes it difficult to find time to complete them. The efforts by a knowledgeable intern may be your answer.

The intern program can benefit your business by:

- Completing a defined, short-term business or engineering project.
- Receiving professional guidance from the University Faculty and staff who will work to ensure the quality of your product.
- A low-risk method of recruitment.

Intern consultants are supervised by Washington State University Tri-Cities faculty and/or staff member. The student may be assigned one or more projects for same company. Intern consultants will provide a final written and oral report to your company. Your firm provides a workplace supervisor to serve as mentor. The intern has access to the appropriate company information and personnel to complete the project. The firm provides the appropriate office equipment and supplies for the interns use. The firm's senior leadership and workplace supervisor attend the final graded oral presentation. The program requires a financial contribution to Washington State University Tri-Cities.

The students are available during any semester and the project work effort must not exceed 250 hours. Please select the semester you need the student to complete the project. You may return your firm's application by fax, mail or e-mail. If you have questions, please feel free to contact Johan Curtiss at 372-7191 or links@tricity.wsu.edu.

Name: _____

Title/Position: _____

Company Name: _____

Company Address: _____

E-mail: _____

Phone: _____

Fax: _____

URL: _____

of Employees: _____ Semester: Fall (August)____ Spring (January)____ Summer (May)_____

Please provide a brief description of your company:

Please summarize your proposed project:

Please describe the specific business issues you would like to be address:

What would you like the student to deliver upon completion of the project (i.e. Customer Satisfaction Survey, Marketing Research Report, etc.)?

Are there any specific skills that the student would need in order to address your issues? If so, please describe.

Please mail this application to: WSU TC Business LINKS Internship Program, 2710 University Drive
Richland, WA 99354 or fax to (509) 372-7512. If you have any questions, please email jcurtiss@tricity.wsu.edu or
phone (509) 372-7142