Internship Position Description

Business/Organization Name___________________________________________________________
Address___________________________________________________________________________
City____________________________State______Zip_______Country_________________________
Contact Person_______________________________________Phone_________________________
Cell Phone_________________Fax_________________Email________________________________

Internship Title__________________________________Department___________________________
Internship Site Supervisor__________________________________Phone______________________
Internship Site___________________________________________Internship Length_____________
Internship Dates _____________________________      ____Fall
                                                              ____Spring
                                                              ____Summer

Description of Business/Organization____________________________________________________
__________________________________________________________________________________
Description of Internship Experience___________________________________________________
__________________________________________________________________________________
Skills Preferred______________________________________________________________________

Compensation Type               Paid______          Unpaid______                      
Transportation Provided?      Yes________          No__________                      
Application Requirements:    Resume          ____yes    ____no                     
                        Cover Letter   ____yes    ____no                     
                        Transcript       ____yes    ____no                     
                                    ____yes    ____no                     
                                    ____yes    ____no                     
                                    ____yes    ____no                     
                                    ____yes    ____no                     

*All Cottey College students, prior to entering into an internship agreement, must complete a
Learning Contract with internship specific learning outcomes. It is expected that the Internship
Site Supervisor and a Faculty Sponsor, determined by the student, will have significant input
into the expectations and requirements needed to achieve the learning outcomes set forth in the
Learning Contract.

Return form to:  Renee Hampton, Experiential Learning Coordinator
Cottey College, Kolderie Academic Assistance Center
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Phone: (417) 667-6333 ext. 2184    Fax: (417) 448-1030
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Thank you.