COTTEY

1000 West Austin, Nevada, MO 64772 (417) 667-8181

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
Additional_____

***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
1000 W. Austin, Nevada, MO 64772
Phone: (417) 667-6333 ext. 2184 Fax: (417) 448-1030
rhampton@cottey.edu

Thank you.