



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 Location _____ Internship Length _____
Internship Semester _____ 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
Interview _____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: the Kolderie Center

Thank you.