



CAREER SERVICES

Internship Position Description

Business/Organization Name _____

Address _____

City _____ State _____ Zip _____ Country _____

Contact Person _____ Phone _____

Cell Phone _____ Fax _____ E-mail _____

Internship Title _____ Department _____

Site Supervisor _____ Phone _____

Site Location _____ Anticipated hours/week _____

Internship semester requested _____ Fall _____ Spring _____ Summer

Description of Business/Organization _____

Description of Internship Experience _____

Skills Preferred _____

Compensation Type Paid _____ Unpaid _____

Application Requirements:	Resume	_____yes	_____no
	Cover Letter	_____yes	_____no
	Interview	_____yes	_____no

All Cottey College students, prior to entering into an internship agreement, must complete an **Internship Learning Contract with internship specific learning outcomes. It is expected that a Faculty Sponsor and the Internship Site Supervisor, 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:

Kim Severance, Career Services Director
Cottey College
1000 W. Austin, Nevada, MO 64772
Phone: (417) 667-8181 ext. 2184
kseverance@cottey.edu

Thank you, KMS

July 2025