



INTERNSHIP OPPORTUNITY

Date: _____

Organization Name: _____ Contact Name: _____

Address: _____ Title: _____

Phone: _____ Email: _____

Semester Available (i.e. Fall, Spring, Summer, Breaks): _____

Number of Weeks (estimated): _____ Number of Hours/Week (estimated): _____

Unpaid _____ Paid _____ If paid, amount: _____

Internship Position: _____ Application Deadline: _____

Supervisor (if different from Contact Name): _____

General Description of Duties/Special Project (may include attachment):

Qualifications (students must be at least sophomores to participate in program):

Application Materials/Process (i.e. resume, interview, application): _____

***Definition of an Internship:** According to the National Association of Colleges and Employers (NACE):

Internships are typically one-time work or service experiences related to the student's major or career goal. The internship plan generally involves students working in professional settings under the supervision and monitoring of practicing professionals. Internships can be paid or unpaid and the student may or may not receive academic credit for performing the internship.

For questions contact: Cindy Quick, MBA, Asst. Director/Internship Coordinator, cindy.quick@westminster-mo.edu, (573) 592-5382

Offering multiple positions? You may make copies of this form to list more than one internship within your organization.

Center for Career Development, Newnham Hall, Lower Level
Phone: (573) 592-5381

careersrv@westminster-mo.edu | www.westminster-mo.edu/studentlife/career