



## PRE-HEALTH PROFESSIONS INTERNSHIP OR JOB SHADOWING OPPORTUNITY

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Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Position (Check all that apply): \_\_\_\_\_ Internship\* \_\_\_\_\_ Job Shadowing\* \_\_\_\_\_ Either

Semester Available (Fall, Spring, Summer, Breaks): \_\_\_\_\_

General Description of Duties (may include attachment):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qualifications (i.e. class level, special requirements): \_\_\_\_\_

Supervisor (if different from Contact Name): \_\_\_\_\_

Number of Weeks (estimated): \_\_\_\_\_ Number of Hours/Week (estimated): \_\_\_\_\_

Unpaid \_\_\_\_\_ Paid \_\_\_\_\_ If paid, amount: \_\_\_\_\_

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

Application Deadline: \_\_\_\_\_

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**\*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.

**\*Definition of Job shadowing:** According to the National Association of Colleges and Employers (NACE):

A learning experience that allows a student to spend between a day and several weeks observing a professional on the job.

**For questions contact:** Cindy Quick, MBA, Asst. Director/Internship Coordinator, [cindy.quick@westminster-mo.edu](mailto:cindy.quick@westminster-mo.edu), (573) 592-5382 or Dr. Dawn Holliday, Ph.D., Department of Biology and Environmental Science, [dawn.holliday@westminster-mo.edu](mailto:dawn.holliday@westminster-mo.edu), (573) 592-6125

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