



INTERNSHIP OPPORTUNITY FORM

Please review the Westminster College's definition of an internship prior to filling out this form. You may make copies of this form to list more than one internship within your organization.

Organization name _____

Internship position title _____

Supervisor _____ Title _____

Phone number _____ Email _____

Street _____ City _____ State ____ Zip _____

Brief description of the organization

No. of employees _____ Years in business _____ Home-based business? _____

Availability _____ spring (Jan-April) _____ summer (May-Aug) _____ fall (Sept-Dec)

Schedule _____ weekdays _____ weekends _____ evenings _____ flexible

Estimated number of hours per week/total _____/_____ Estimated number of weeks _____

How many interns per semester? _____

Compensation & benefits

_____ Salary (\$_____ hr.) _____ Stipend (\$_____ total) _____ Room and board

_____ Room only _____ Meals only _____ Travel expenses

_____ Certifications (_____) _____ Grant funding

_____ Attendance at conferences/venues (_____)

_____ other benefits _____

Internship prerequisites (training, coursework, certifications or other requirements) _____

Will you provide the prerequisites as part of the internship? _____ Yes _____ No

Send completed announcement to

Mandy Plybon, Asst. Director/Internship Coordinator
Westminster College | Newnham Hall | 501 Westminster Ave | Fulton, MO 65251
internship@westminster-mo.edu

Please explain _____

Does the internship replace a previously existing or future potential paid position of employment?

_____ Yes _____ No

Anticipated percentage distribution of intern's time

_____ field work _____ physical care _____ shadowing _____ research _____ projects
_____ technical _____ managerial _____ administrative _____ clerical/mundane
_____ other _____

Brief description of duties/special project (may include attachment) _____

Do you prefer students from a specific major or discipline? If so, which one(s) _____

Intern Learning Outcomes (what will the student gain during an internship)

Learned Knowledge _____

Soft Skills Development _____

Technology/Research/Tools/Equipment _____

Professional Development _____

Personal Growth _____

Other _____

How should students apply for the position? (ex: resume, interview, application) _____

Supervisor's signature (handwritten or electronic) _____

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