



Return form to:

Career Services
Northwestern Oklahoma State University
709 Oklahoma Boulevard
Alva, OK 73717

Career@nwsu.edu

NWOSU Internship Agency Information Form

Thank you for your interest in setting up an internship opportunity for NWOSU students. Establishing co-curricular partnerships that develop professional skills and add value for our students while meeting needs of our stakeholders is a priority for us. We are excited you are interested in being a part of this effort.

To help us better serve you and our students, please complete this form. Information collected will be shared with appropriate individuals at Northwestern.

Organization/Business/Agency Name:

Brief Description of Organization/Business/Agency:

Primary Contact for Organization/Business/Agency:

Name:

Email:

Phone Number:

Immediate Supervisor of the Intern:

Title/Position:

Name:

Email:

Phone Number:

Position Summary/ Job Description:

- All employment opportunities must abide by Equal Employment Opportunities standards for paid internships.
- Unpaid student internship opportunities must abide by Fair Labor Standards Act standards.

Expectations of Intern (general regular duties, example tasks, etc.)

Start Date:

End Date:

Hours per week:

Number of hours per week supervisor will be in contact with intern:

Please indicate the conditions and level of compensation provided to the intern (hourly rate, flat rate, payment schedule, etc.) Enter N/A if not applicable:

Upon satisfactory completion of the internship (and completion of required credentials), would you be willing to guarantee consideration of the intern for full-time hire?

YES

NO

While meeting position requirements is ultimately the intern's responsibility, NWOSU will assist meeting specific requirements to the extent possible. Please indicate specific requirements your agency has for interns (background check, certifications, pre-requisite course(s), letters of recommendation, disposition evaluations, etc.).