



# COOPERATIVE EDUCATION INTERNSHIP POSITION DESCRIPTION

**Career Development Center**  
Office of Cooperative Education Internships  
181 White Street, Student Center 207  
Danbury, CT 06810  
Phone: (203) 837-8263  
Fax: (203) 837-8540  
www.wcsu.edu/cdc

**To the employing organization:** We appreciate your assistance in completing this form as it is an important tool in the generation of WCSU applicants and in the evaluation of student performance.

Today's date: \_\_\_\_\_

Reports to: \_\_\_\_\_

Title of student's position: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Organization name: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Preparer's title: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

Salary range: \_\_\_\_\_

Internship period. Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
(check more than one if appropriate)

Starting date: \_\_\_\_\_

**Cooperative education internship description:** *(Please provide a general statement and/or an itemization of the activities the student will be expected to perform.)*

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**Skills:** *(Please list the specific majors, talents, abilities and/or procedures which will be required of the student for this position.)*

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