



# Northeastern University

## College of Professional Studies

Organization name and location:	Supervisor's contact information:
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Thank you for your interest in creating a position for our experiential learning program. Academic internships and co-ops should be productive work experiences in a field related to a student's academic and career goals. Positions include a project with goals and objectives that meet the student's skills and knowledge level. Internships/co-ops should be minimally clerical in nature. Please refer to the "information for employers" section of our website for additional details and guidelines: <http://www.cps.neu.edu/student-services/cooperative-education/information-for-employers>

*Please complete the fields below with information about the position you wish to offer.*

**Internship/Co-op Position Title**

**Duration and Preferred Dates of Position** (*minimum 3 months/maximum 6 months*)

**Hours/week**

**How will this position be supervised?**

**Pay Rate**

**Position Description/Responsibilities**

**Requirements** (*what majors would be most appropriate?*)

**Other Notes**

I have read the “*information for employers*” provided on the College of Professional Studies website (check box)

**PLEASE RETURN TO:**

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