

COOPERATIVE EDUCATION / INTERNSHIP APPLICATION

Name:	First:			MI:		Last:	
Semester enrolled:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer session			Year:	
Current/Local Address:						Campus Box #:	
City:			State:		Zip:		
Current Phone #:			Cell phone #:				
E-mail:			Current GPA:				
Major(s):			Minor(s):				
Credit hours completed:		<input type="checkbox"/> FR	<input type="checkbox"/> SO	<input type="checkbox"/> JR	<input type="checkbox"/> SR	<input type="checkbox"/> Management Program	
Anticipated graduation date:		Month:			Year:		
What are your current career/vocational goals?							
How did you learn about this opportunity?							
Co-op Level:	<input type="checkbox"/> FS-250	<input type="checkbox"/> FS-350	Name of Faculty Internship Supervisor:				
Co-op Site Employer Information:							
Organization/Company Name:							
Street Address:							
City:			State:		Zip:		
Supervisor:			Title:				
Employer Phone #:			E-mail:				
Co-op /Internship Position Title:			Brief Description Below of Specific Responsibilities:				
Skills needed include:							
How will this experience help you to apply what you have been learning in class and advance your career goals?							

COOPERATIVE EDUCATION/INTERNSHIP APPLICATION CONTINUED...

Approved:

Faculty Internship Supervisor: _____ Date: _____

Email: _____ Phone: _____

Department Chair (If applicable): _____ Date: _____

Organization/Company Supervisor: _____ Date: _____

Form Routing:

1. Faculty Internship Supervisor
2. Agency/Organization Supervisor
3. Department Chair (If applicable)
4. Center for Student Success (copy of form from Faculty Internship Supervisor)
5. Registrar (list of students and classes from Co-op Instructor/Faculty Internship Supervisor)

Malone University Online Co-op (FS250 and FS350)

And Curriculum Required Internship and Experiential Education Opportunities

Application Process:

- The student obtains application from the Co-Op Instructor or Faculty Internship Supervisor.
- If a student is seeking assistance with finding an internship they will be referred to the Center for Student Success for advisement on the job search process.
- Return completed application to the Co-op Instructor/Faculty Internship Supervisor for review.
- The Instructor/Faculty Internship Supervisor notifies the student applicant within two business days regarding the approval of their co-op/internship.