

CAREER SUCCESS CENTER



COOPERATIVE EDUCATION INTERNSHIP APPLICATION AND RECORD

Suite 300 Westside Campus Center
phone: (203) 837-8263
fax: (203) 837-8540
ciarleglio@wcsu.edu
www.wcsu.edu/careersuccess/students/coop.asp

For office use only

Applicants: Please complete sections B, C, D, and E. Section A to be completed by CSC staff during your appointment.

SECTION A

Coordinator's initials _____ Today's date _____

Semester available _____ PT _____ FT _____ 6-Month _____

Preferred number of hours weekly _____ Geographic preference _____

Transportation? Yes _____ No _____ Willing to commute? Yes _____ No _____ How far? _____

Areas of interest _____ 2nd choice _____

3rd choice _____ Other _____

Resume: draft? _____ reviewed? _____ Signed up for workshop on _____

Comments _____

Update _____

SECTION B

Name _____ Student ID number _____

Address (if living on-campus or different than permanent address) _____

City _____ State _____ Zip _____ Phone _____

Permanent address

City _____ State _____ Zip _____ Phone _____

Email address _____

U.S. Citizen: Yes _____ No _____ If no, visa type and number _____

Are you legally permitted to work in the USA? Yes _____ No _____

EDUCATIONAL INFORMATION

Major _____ Concentration _____ Minor _____

Credits currently completed _____ Overall GPA _____ Expected graduation date _____

Faculty Advisor _____

Name courses completed in major/concentration _____

Other colleges attended/courses taken or degree(s) received _____

SECTION C

EMPLOYMENT AND/OR EXPERIENCE:

Please list any permanent, cooperative, intern, voluntary, summer, civic, community or military, most recent experience first:

| NAME AND CITY OF EMPLOYER | NATURE OF WORK | EMPLOYMENT DATES |
|---------------------------|----------------|------------------|
| | | |
| | | |
| | | |
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SECTION D

PLEASE ANSWER THE FOLLOWING:

- 1. I would be willing to work in a non-paid internship. Yes_____ No_____
- 2. I currently have a 2.0 GPA and will have completed 45 credits by the time the co-op internship begins. Yes_____ No_____
- 3. I understand that attainment of a co-op internship position requires registration for credit at WCSU and payment of all applicable fees. Yes_____ No_____
- 4. I understand that a passing grade for CED 297 will also involve attending all required seminars, maintaining a journal, completing a final paper and submitting evaluations on the due date. Yes_____ No_____
- 5. I agree that my resume may be shown, or electronically submitted by the CSC, to prospective co-op internship employers. Yes_____ No_____
- 6. I realize that selection for a co-op internship job is at the discretion of the employer and that this application does not guarantee selection for a co-op internship. Yes_____ No_____

Signature_____ Date_____

SECTION E

The Cooperative Education Internship Program at Western Connecticut State University is open to any student regardless of sex, age, race, religion or national origin. Applicants are requested to fill out the following section to assist the Co-op Internship Office in collecting affirmative action data. This file is not open to review by any outside source and none of this information will be used in any way to prevent a student from participating in the program or being placed with a Co-op Internship employer.

Sex: Male_____ Female_____ Check one: _____Native American
_____Asian/Pacific islander
_____Black/Not of Hispanic Origin
_____White/Not of Hispanic Origin
_____Hispanic

Birthdate _____

IF YOU NEED ACCOMMODATION BECAUSE OF DISABILITY, INITIALLY DISCUSS THIS WITH THE CSC STAFF AND CHECK HERE:_____