



MADONNA UNIVERSITY

COOPERATIVE EDUCATION/INTERNSHIP APPLICATION

36600 SCHOOLCRAFT ROAD • LIVONIA, MICHIGAN 48150
 Career Services Office: 734/432-5623

Please type or print

Date _____

ID # _____

 Last Name First Middle

 Home Address

 City & State Zip Code

 College Address If Different From Above

 City & State Zip Code

Telephone: (include area code) _____

Daytime () _____

Evening () _____

E-Mail Address _____

Are you legally eligible to work in the United States?
 Yes _____ No _____

Verification will be required upon hiring.

Have you any health problems/physical disabilities that would affect the type of work you can do? If yes, please explain.

EDUCATION	LOCATION	DATE	MAJOR FIELD OF STUDY	DEGREE
		From To		
High School				
College(s)				
Other				

Academic Status MADONNA UNIVERSITY Total Credits _____ GPA last Sem. _____ Cumulative GPA _____	OTHER INSTITUTIONS Total Credits _____ Cumulative GPA _____
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WORK EXPERIENCE: Please include all full-time, part-time, summer work, volunteer work, and military experience. LIST LAST JOB FIRST.

EMPLOYER	DATE	DUTIES	TYPE: Part-or Full-time Co-op, volunteer, etc.	REASON(S) For Leaving
	From To			

SPECIAL SKILLS:

(list any skills and competencies which enhance your employability.)

Scholastic, social and community activities: (List hobbies, scholarships, clubs, honorary societies, committees, awards, sports, etc.)

Related Coursework: (List courses related to your career goals.)

Discuss your long range academic goals.

Discuss your long range career goals.

Describe the type of co-op/internship position you desire.

Please indicate your geographic preference.

Will a car be available to you while on co-op?



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COOPERATIVE EDUCATION/INTERNSHIP AGREEMENT & AUTHORIZATION

DEFINITION OF COOPERATIVE EDUCATION

Cooperative Education (Co-op) is a nationwide program that integrates classroom theory with practical work experience. Students who participate in Cooperative Education work in jobs that are related to their academic major. They acquire practical work experience that increases employability after graduation. In addition to gaining experience and academic credit, many students earn money to help finance their education.

Occasionally, a co-op position may become a full time job however, there are no guarantees of permanent employment implied.

COOPERATIVE EDUCATION/INTERNSHIP

At Madonna University, Cooperative Education is defined as a paid experience consisting of 2 or more terms of work. Internships are usually unpaid and consist of one work term.

STUDENT RESPONSIBILITIES

1. Initiate the Co-op/Internship process by completing an application and signing the student agreement.
2. Agree to complete the minimum number of terms required and register and pay for academic credit.
3. Actively participate in the employment process by: attending resume and interviewing workshops; submitting a resume; following up on job leads; developing job leads and keeping the Career Services Coordinator informed of progress.
4. Register for academic credit and pay for tuition.
5. Complete and return forms on time, including: Job Description, Learning Agreement, Journals or assignments, and Student Evaluation. All forms should be submitted to the Career Services Office. The Career Services staff will forward materials to the faculty co-op/internship advisor and the employer.
6. Adhere to all policies of the employing organization. Students must dress appropriately, report to work as scheduled and notify the employer of any absences (students may be expected to report to work during school vacations).

7. Perform work with professionalism and maintain confidentiality.
8. Demonstrate attainment of the learning objectives as defined by the method of evaluation in the Learning Agreement.
9. Notify the Career Services Coordinator of any problems that may occur at the work assignment. Failure to notify Career Services of early termination or problems could result in a NC grade.

AGREEMENT STATEMENT

I understand that the information I have provided may be revealed to an employer/worksite supervisor and Madonna University faculty during the process of arranging a Co-op/Internship work experience.

I understand that Cooperative Education/Internship is a graded, credit/tuition course. If I agree to work at a site that has been arranged by the Career Services Coordinator, I also agree to register and pay for tuition as I would for any other class.

I understand that information given to me by the Career Services Coordinator about current paid Co-op/Internship positions should not be shared with other students or community members to ensure work site confidentiality requests.

I have read, understand and accept the above and the responsibilities of a Cooperative Education/Internship student.

Signature

Date

TRANSCRIPT AUTHORIZATION

I authorize the Madonna University Career Services staff to furnish a reproduction of, or factual information about, my academic record of all Madonna University and prior college study to prospective participating employers as part of the process of my placement as a co-op student.

Signature

Date