

Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Thank you for your interest in becoming an Internship Site. Complete the request form below and email to careerLK@hawaii.edu**

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Location Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Website: \_\_\_\_\_

Internship Supervisor Name: \_\_\_\_\_ Supervisor Position Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Intern Position Title: \_\_\_\_\_

Internship Description (primary duties and training intern will receive): \_\_\_\_\_

Qualifications (computer, certifications, etc.): \_\_\_\_\_

- Select program major(s) requested:**
- Administration of Justice
  - Applied Business & Information Technology
  - Business Technology
  - Electronics & Computer Engineering Tech.
  - Sustainable Science Management
  - Other, specify \_\_\_\_\_

- Select semester(s) internship is available:**
- Fall Semester (August – December)
  - Spring Semester (December – May)
  - Summer Semester (May – July)

**Select available day(s) for student to intern including work shift below:**

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
To: a.m. p.m.	To: a.m. p.m.	To: a.m. p.m.	To: a.m. p.m.	To: a.m. p.m.	To: a.m. p.m.	To: a.m. p.m.
From: a.m. p.m.	From: a.m. p.m.	From: a.m. p.m.	From: a.m. p.m.	From: a.m. p.m.	From: a.m. p.m.	From: a.m. p.m.

Will this Cooperative Education experience be a:  Face-to-Face: or  Virtual (if so what platform will you require)? \_\_\_\_\_ or  Hybrid a combination of (Face-to-Face + Virtual) internship experience.

Will this Cooperative Education experience be a:  PAID, pay rate: \_\_\_\_\_ or  UNPAID internship?

Will you be interested in providing Sponsor opportunities for F-1 Visa students?  Yes  No

**How to apply: (select all that apply)**  In-person  Email  Fax, phone number: \_\_\_\_\_

**What to submit: (select all that apply)**  Cover Letter  Resume  References