

INTERNSHIP REQUEST FORM

Cooperative Education (Co-op)

808.984.3318 | careerLK@hawaii.edu | The Learning Center (TLC)

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