

For Office Use:	GPA	_____
	Credit Hours	_____
	3000	_____

**CO-OP/INTERNSHIP APPLICATION FORM**

Student Name \_\_\_\_\_ KSU Number \_\_\_\_\_

Student Home Phone \_\_\_\_\_ Student Work Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Major \_\_\_\_\_ Status:  Graduate Student  Senior  Junior  Sophomore

Applying For:  Co-op  Internship Credit to begin: \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Number credits requested \_\_\_\_\_ Hours Per Week On Site (minimum of 10) \_\_\_\_\_

Employer Name \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Student's Job Title \_\_\_\_\_ Rate of Pay \_\_\_\_\_

How Found Position:  Career Services/OwlTrak  Other \_\_\_\_\_

\*\*\*\*\*  
**PLEASE ATTACH A JOB DESCRIPTION FOR YOUR JOB AS IT IS CURRENTLY STRUCTURED.**  
**If it's not a new job, list all duties and designate which new duties you will perform starting with**  
**the new semester. BE SURE THE JOB DESCRIPTION IS SIGNED BY YOUR SUPERVISOR.**

Please check any of the following that relate: (If you are a **KSU Business major** - any of these events can be no more than two semesters old for co-op credit and one semester old for internship credit. All other majors are NOT restricted in this way.)

- New Job  Lateral Transfer  Promotion  Subsidiary Job (New Duties)

**Please put the month and year the above occurred** \_\_\_\_\_

I verify that these job duties and status are correct and will be expected to be performed by the student as specified on this form.	
_____ Employment Supervisor Signature	_____ Date

This student has been approved as eligible to participate in the above named co-op/internship experience.	
_____ Departmental Coordinator Signature	_____ Date

**Please return this form as soon as possible to:**  
**The Career Services Center, Kennesaw State University, 1000 Chastain Road, Kennesaw, GA 30144**  
**PHONE: 770-423-6555 FAX: 770-423-6517**

\*\*\* REMEMBER TO ATTACH A SIGNED JOB DESCRIPTION AS DESCRIBED ABOVE \*\*\*

**THIS FORM IS FOR APPROVAL OF YOUR JOB. YOU WILL BE CONTACTED WITH THE RESULTS. APPROVAL IS NOT AUTOMATIC.**