

**TO BE RETURNED TO**  
**COOPERATIVE EDUCATION**  
**214 East Bartlett (O384)**

**BY 5:00 PM MARCH 3, 2008**  
**(MONDAY)**

From: \_\_\_\_\_  
Name Office/Department Phone

RE: Consideration for Cooperative Education Placement Site

I request that a student be assigned to the \_\_\_\_\_  
(name of department/office) as a cooperative education student for fall 2008 **and** spring 2009. I realize this student would work for 14 hours a week. I will ensure that effective supervision is provided if selected as a placement site. Funding for this student will not be charged to my budget.

Title for Co-op Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
Name Campus ZIP Telephone

Supervisor's Title: \_\_\_\_\_

Account to which funds would be transferred (**Oracle Account MUST begin with 0011**)

**0011** - \_\_\_\_\_  
(29 digits – Oracle Account Number – Co-op will assign object code)

**Responsibilities student would be given:**

**Benefits student would accrue through this experience:**

**Ways in which the University would benefit:**

**Majors which would best fill this position:**

**Qualifications needed:**

**DEADLINE:        MARCH 3, 2008**

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                         214 East Bartlett 0384**

**(see sample proposal at:  
<http://www.uni.edu/acs/careerservices/coop/handouts/sample.pdf>)**