

TO BE RETURNED TO
COOPERATIVE EDUCATION
102 Gilchrist (O384)

BY 5:00 PM MARCH 2, 2009
(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 2009 **and** spring 2010. I realize this student would work for 15 hours a week for 15 weeks each semester. 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 2, 2009

**RETURN TO: Cooperative Education
 102 Gilchrist 0384**

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