



# Northeastern University

## College of Professional Studies

Cooperative Education and Internships

41 Belvidere, 360 Huntington Avenue, Boston, MA 02115

1.617.373.3122

## INTERNSHIP APPLICATION

This credit-bearing internship is an educational process. Students may receive credit for an internship only upon completion of all requirements. The following application will be reviewed by the student's Program Director and the Director of Cooperative Education. A student who has been approved for an internship must design a set of objectives, keep a weekly journal, complete an evaluation form in conjunction with their employer and complete a final project addressing their initial objectives, reflection and learning outcomes. The information contained in the evaluation and final project should be used to enhance individual reflection and encourage personal and professional growth. Employer feedback is an essential part of this process.

Please read through all of the instructions below before you start your application. Consult with the Cooperative Education Department if you have any questions.

### APPLICATION DEADLINES

Please check the cooperative education website for current application deadlines: [www.northeastern.edu/cps/coop](http://www.northeastern.edu/cps/coop)

### ELIGIBILITY REQUIREMENTS

- Undergraduate students must have completed 15 QH at CPS and graduate students must have completed 12 QH at CPS.
- Students may not be on academic probation or have an "I" on these required quarter hours.

### APPLICATION CHECKLIST

- Personal Information
- Academic Information
- Personal Statement (250-400 words total). Please answer both questions:
  1. What are your objectives for this internship? Be specific. How would they relate to your present and future academic and career goals?
  2. What aspects of your personal experience, such as relevant coursework or job experiences, have prepared you for this position?
- Resume: Attach an updated resume
  - \* *Note: The Office of Academic and Student Support Services offers workshops on resume writing.*
- Internship Placement Description (students who have found their own internship)

# INTERNSHIP APPLICATION

## PERSONAL INFORMATION

Applicant's Name \_\_\_\_\_  
*First* *Last* *Middle*

Student ID Number 000- \_\_\_\_\_ Gender  Male  Female Country of Citizenship \_\_\_\_\_

Current Address:

Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP code \_\_\_\_\_ Country \_\_\_\_\_

Day Time Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Indicate which quarter and year you intend to do an internship (check the boxes):

Fall  Winter  Spring  Summer  Year \_\_\_\_\_

How did you learn about this program?

Campus newspaper  Professor  NEU/CPS Website  
 Former Participant  Advisor  Other \_\_\_\_\_

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## ACADEMIC INFORMATION (available through myNEU)

Cumulative QPA \_\_\_\_\_ Academic Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Do you currently have or have you ever had any disciplinary sanctions at a college or university?

Yes (please explain on a separate sheet)  No

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## PERSONAL STATEMENT (attach your response 250-400 words)

1. What are your objectives for this internship? Be specific. How would they relate to your present and future academic and career goals?
2. What aspects of your personal experience, such as relevant coursework or job experiences, have prepared you for this position?

I certify that the statements made throughout this application are true.

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**APPLICANT'S SIGNATURE**

**DATE**

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**PLEASE SEND THIS FORM AND ADDITIONAL APPLICATION MATERIALS TO**

Ellen Stoddard  
Northeastern University College of Professional Studies  
41 Belvidere, 360 Huntington Avenue, Boston, MA 02115  
Phone: 1.617.373.3122 | Fax: 1.617.373.3843 | Email : e.stoddard@neu.edu



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### INTERNSHIP PLACEMENT DESCRIPTION

COMPANY NAME AND LOCATION	SUPERVISOR'S CONTACT INFORMATION

Position Title \_\_\_\_\_

Dates of Position \_\_\_\_\_

Hours/week \_\_\_\_\_

How will this position be supervised? By whom? \_\_\_\_\_

Pay Rate (if applicable) \_\_\_\_\_

Position Description/Responsibilities \_\_\_\_\_

Requirements \_\_\_\_\_

**PLEASE RETURN TO**

Ellen Stoddard  
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