



Coppin State University Internship Request Form

Today's Date

| | |
|--------------------------|-----------------------------|
| Organization Name: _____ | Key Contact: _____ |
| Address: _____ | Title: _____ |
| _____ | Phone #: _____ Fax #: _____ |
| _____ | Email: _____ |

Primary Nature of Business: _____

What are the duties that you will teach the intern over the duration of the learning assignment? Please be specific, as faculty will review this to assign academic credit.

1. _____
2. _____
3. _____
4. _____
5. _____

How will you monitor the student's progress and performance? (i.e periodic review, weekly meetings, report findings, projects completed, etc.)

Estimated internship hours/week:

Compensation (\$/hr):

Date Internship Begins:

Date Internship Ends:

GPA Desired:

Course pre-requisites in order to complete this internship? If so, please list:

Please list the desired skills that you seek in an intern: _____

Do you anticipate sponsoring Coppin Interns on a regular basis? Yes No
 If yes, which semester/s: Spring Summer Fall Every Semester

Would you be interested in participating in any other services offered by the Center for Counseling and Student Development?

Career Exploration Day Summer/Part-time Job Fair Internship Fair
 On-campus Recruitment Conducting Workshops Mentoring Program

Listed below are the disciplines offered at Coppin State University. **Please check the discipline(s) that would best meet the needs of this position.**

- | | |
|--|---|
| <input type="checkbox"/> All Majors | <input type="checkbox"/> Economics & Finance |
| <input type="checkbox"/> Adapted Physical Therapy | <input type="checkbox"/> Sports Management |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Nursing |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Philosophy |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Social Science |
| <input type="checkbox"/> Early Childhood Education | <input type="checkbox"/> Social Work* |
| <input type="checkbox"/> Elementary Education | |
| <input type="checkbox"/> English | **Dual Degree Programs** |
| <input type="checkbox"/> General Science | <input type="checkbox"/> Chemistry & Engineering |
| <input type="checkbox"/> History | <input type="checkbox"/> General Science |
| <input type="checkbox"/> Liberal Arts | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Management Science | <input type="checkbox"/> Mathematics & Engineering |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Pre-Dental/General Science |
| <input type="checkbox"/> Information Systems | <input type="checkbox"/> Pre-Pharmacy/General Science |
| <input type="checkbox"/> Marketing | |

*Pursued cooperatively with University of MD Baltimore County
 **Engineering programs are with the University of MD College Park
 **Pre-Dental and Pre-Pharmacy are with the University of MD at Baltimore

The following are approximate semester schedules:
 Fall Semester: late August-mid December Summer I: mid May-mid June
 Spring Semester: January-mid May Summer II: late June-late July

Thank you for providing the Center for Counseling and Student Development with this important information. Upon receipt, your request will be processed and appropriate faculty will be notified. You will be contacted if additional information is necessary. All internship opportunities are automatically advertised for sixty days. Following sixty days they are automatically placed in the archives. To re-open the internship, please notify the Center for Counseling and Student Development.

Return completed request to: Coppin State University, Center for Counseling & Student Development, 2500 West North Avenue, Baltimore, MD 21216, Attn: Seana Coulter Cooperative Education/Internship Coordinator or fax to (410) 951-3940. Telephone: (410) 951-3939. Email: scoulter@coppin.edu