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## Application Updates and Notes

### Introduction

#### **CWU Internship/Cooperative Education Application**

This application process can take some time to complete and will require information that you will need to obtain from your employer, your internship faculty advisor, and your academic department. Note that you may save an application as a draft to return to it later as long as you have filled in Section A below.

#### **Pre-Application Checklist**

**students should complete the following steps before starting this application**

**1) Verify Eligibility:** Confirm you meet minimal eligibility requirements & any department or program specific requirements

- Speak with your department about your internship plans and confirm any requirements for your program.

- Review the university general internship requirements, FAQs, and process guides at: <http://www.cwu.edu/career/internships-cooperative-education-credit>

**2) Secure Internship Provider/Location:** Identify and arrange an eligible position with an employer. Your CWU Cooperative Learning Internship Course will be a class that can be combined with a broad range of industry work and volunteer roles.

**3) Have Your Department Assign You An Internship Faculty Advisor:**

Speak with your department about your internship plans to be assigned an internship faculty advisor. Work with this advisor to create your internship goals/plans, detail course elements, and collect any needed information for your internship application.

#### 4) Purchase Required Liability Insurance:

- Purchase Liability Insurance (For Medical Internships) -
- Purchase Liability Insurance (For Non-Medical Internships) -

**Internship applications need to be submitted at least 5 business days before the quarter's Add/Drop deadline to ensure timely processing.**  
**Applications received after this deadline may be subject to delayed registration, additional approval requirements, or late registration fees.**

#### **For Additional Information or Assistance:**

<http://www.cwu.edu/career/cooperative-education-and-internships>

**Email:** [career@cwu.edu](mailto:career@cwu.edu)

## Section A:

Core Internship Application Info

### A1 - Student Name \*

Please list your full name (*First Middle Last*) as outlined on your MyCWU profile

**Enter your first name, middle name, and last name**

### A2 - Student CWU ID \*

Please input your CWU Student ID Number

**Enter your Student ID number here**

### A3 - Internship Work Term (Quarter/Term) \*

Please select which quarter/year the bulk of the internship hours will be completed.

*\*Note: Cooperative Learning Internships/Learning Agreements are for one quarter only. Students working in roles that span multiple quarters should complete an application detailing the work and activities for each quarter in which they plan to continue to request credit for the work activities.*

**Select the quarter/year from the provided drop-down that best matches the term you are completing your internship in**

#### A4 - Cooperative Learning Internship Application Type \*

Please indicate which type of internship application you wish to complete.

*\*Select "Standard" if your specific program is not listed*

Select "**Internship-Standard**" here

#### A5 - Internship Provider (Employer, Company, or Organization) Name \*

Please input the name of the company, organization, or school site where the internship will take place

**Name of organization, business, etc., where you will be completing your internship**

#### A6 - Remote Internship Status \*

Will this internship's work activities be completed in a remote or non-face-to-face format? Do you plan to complete your work duties from home or from another non-worksite location?

Yes    No   **Indicate if you are going to be working remotely for this internship or not**

#### A7 - F-1 Visa Student Verification \*

Are you an international student attending school through an F-1 Visa or other international school or work program?

Yes    No   **Are you an international student?**

## Section B:

### **Applicant Details:**

Details about the student/applicant

#### B1 - Student Email \*

Please input your CWU email address.

**This must be your CWU email address!**

#### B2 - Student Main Phone \*

Please provide the best contact number to reach you at regarding this application or internship.

**Enter your "main" phone number here**

**B3 - Student Cell Phone**

If different than your "Main Phone", please provide the best cell phone number to reach you regarding this application or internship.

**Enter your "cell" phone number here \*optional\***

**B4 - Mailing Address (Street): \***

Please provide your current mailing address (Street):

**This should be the address you have on file in MyCWU**

**B5 - Mailing Address (City): \***

Please provide your current mailing address (City):

**Same...**

**B6 - Mailing Address (State): \***

Please provide your current mailing address (State):

**Same...**

**B7 - Mailing Address (Country): \***

Please provide your current mailing address (Country):

**Same...**

**B8 - Mailing Address (Zip): \***

Please provide your current mailing address (ZipCode):

**Same...**

**B9 - Student Total Degree Credits \***

Please indicate the total number of credits completed towards your current degree program (*Include any transfer credits that were applied towards your degree progress*)

*\*Students can view their current course credit information on the "student information" section of their MyCWU dashboard.*

**Total of all college credits you have completed towards your degree. You can view this in your MyCWU account or ask your advisor for help if needed.**

#### B10 - Student Credits at CWU \*

Please indicate the total number of credits completed at CWU: (Does not include transfer units)

*\*Students can view their current course credit information on the "student information" section of their MyCWU dashboard.*

**Total credit completed at CWU. You can view this in your MyCWU account or ask your advisor for help if needed.**

#### B11 - Current GPA \*

Please indicate your current cumulative GPA range:

*\*Students can view their GPA information on the "student information" section of their MyCWU dashboard.*

**What is your cumulative GPA? You can view this in your MyCWU account or ask your advisor for help if needed.**

#### B12- Current Class Level

Please indicate your current class/grade level.

**Select from the provided drop-down the option that matches your current class level or year in school**

#### B13 - Anticipated Grad Year \*

Please indicate the year in which you plan to graduate or complete your program at CWU

**What year do you plan to graduate?**

#### B14 - Anticipated Grad Quarter \*

Please select which quarter you plan to graduate or to complete your program at CWU

- Fall
- Winter
- Spring
- Summer

**Which quarter do you plan to graduate?**

### B15 - VA Benefits \*

Are you currently receiving any Military or VA education benefits?

Yes  No **Check yes or no...**

## Section C:

### **Emergency Contact Details**

Details for an emergency contact that can be reached in the event of an injury or emergency.

#### C1 - Emergency Contact Name \*

Please input the name of a person we could contact on your behalf in the event of an emergency

**Name of person to contact in case of emergency...**

#### C2 - Emergency Contact Relation \*

Please input the nature of your relationship with this emergency contact (i.e. spouse, parent, sibling, etc...)

**What is your relationship to that person?**

#### C3 - Emergency Contact Full Address \*

Please input the current address for your emergency contact (Street, city, state, country, zip)

**Address of person you list as your emergency contact**

#### C4 - Emergency Contact Email \*

Please indicate the best email to reach this emergency contact person

**Best email to get ahold of your emergency contact**

#### C5 - Emergency Contact Phone \*

Please indicate the best phone number to reach this emergency contact person

**Daytime phone or cellphone for your emergency contact**

## Section D:

### **Placement Company/Organization Details**

Information about the company or organization that will be hosting the student intern.

#### **D1 - Repeat Or Continued Position/Placement \***

Have you done an internship at this same location before and/or are you continuing an internship position in a role you declared credit for in a prior quarter?

Yes    No   **Select "yes" or "no" depending on if you are doing a continuation of a previous internship**

#### **D2 - Employer Type \***

Please select the employer type from the dropdown list that best describes your intended internship host company/organization

**Select an option from the provided drop-down that best matches the type of organization or company you will be working at**

#### **D3 - Employer Website \***

Please provide the URL for the company or organization's website

**What is the website for the org/business?**

#### **D4 - Employer Main Phone \***

Please provide the phone number for your internship host company/organization

**Main contact phone for internship site**

#### **D5 - Employer Street Address 1 \***

Please provide the company/organization's street address

**What is the business address?**

#### **D6 - Employer City \***

Please provide the host company/organization's city

**Same..**

#### **D7 - Employer State \***

Please provide the host company/organization's state

Same...

**D8 - Employer Zip \***

Please provide the host company/organization's zip code

Same...

**D9 - Employer Country \***

Please indicate the country of the host company/organization

Same...

**D10 - Affiliation Agreement Requirements \***

Some companies/organizations have existing agreements in place with CWU that detail specific onboarding requirement for internships.

**Please check the current affiliation agreements list linked below to see if your internship host company/organization has an existing internship agreement requirements already in place.**

- View Current Affiliation Agreements List -

**Were you able to locate your internship provider/employer on the current affiliation agreement list linked above?**

Yes  No

**Check the website linked above to see if your company is on the list. If not, you may select "no". Ask your internship faculty advisor or career services if you need help checking this.**

## Section E:

### **Site Supervisor Details**

Details about the individual who will oversee the day-to-day work activities of the intern.

**E1 - Supervisor's Name \***

Please input the name of the person who will oversee your day-to-day work at the internship location

*\*This should be a representative of the company/organization where you will be completing your internship: Not your internship faculty advisor at the university.*



**What is the name of the person who will serve as your internship site supervisor while at the job/internship site?**

**E2 - Supervisor Title \***

Please input the title or position of your internship site supervisor

**What is your supervisors position title at the company?**

**E3 - Supervisor Phone \***

Please provide the supervisor's best contact phone number

**A good contact number for your supervisor**

**E4 - Supervisor Cell**

Please provide the supervisor's cell number if it is available

**This is optional, you can provide one if they offer it**

**E5 - Supervisor Email \***

Please provide the supervisor's work email

**You must provide an email address for your site supervisor**

**E6 - Signing Authority \***

To the best of your knowledge, **should someone other than the supervisor you have listed receive and sign the final Internship Agreement** on behalf of the hosting company/organization?

Yes  No

**This is usually "no" unless the company/internship provider ask that the agreement be sent to a specific person/office other than your supervisor**

**E7 - Internship Site Signing Authority \***

Please input the name of the person who should receive/sign the internship agreement on behalf of the host company/organization

**If you said "yes" on E6 (indicating that someone other than the supervisor should sign the agreement) please input that persons name here. Otherwise, re-enter your supervisors name here.**

**E8 - Signing Authority Email \***

Please input the email of the person who should receive/sign the internship agreement on behalf of the host company/organization

If you said "yes" on E6 (indicating that someone other than the supervisor should sign the agreement) please input that persons email here. Otherwise, re-enter your supervisors name here.

## Section F:

### **Placement/Position Details**

Information about the internship position, its duration, and its compensation.

#### F1 - Position Title \*

Please input the position title of the internship you will be working in

**What will your job title be during the internship?**

#### F2 - Position Description \*

Please provide a brief job description of the position including any special projects that you will be working on.

**Briefly describe the position and your basic responsibilities at the internship**

#### F3 - Position Start Date \*

Please indicate the intended start date for this Cooperative Learning Internship

*\*Please **plan for at least 5-7 business days for application approval and learning agreement routing** when selecting your internship start date. Applications with backdated start dates or that include hours/activities completed prior to learning agreement completion are subject to rejection or revision.*

**Your start date MUST be within the quarter you plan to register and generally cant start before the internship application has been processed & approved.**

#### F4 - Position End Date \*

Please indicate the intended end date for this Cooperative Learning Internship

**\*Note: Students with internships that extend beyond a quarter have the following options:**

A) Submit a new internship application for each term they wish to continue to request academic credit for the hours/activities completed.

B) Continue work activities as a direct relationship with the employer that would be beyond university oversight and non-applicable for credit. Some work visas may restrict this option. International students must speak with the international student office to be aware of their restrictions or options.

C) Contact career services for more information or assistance as needed at [career@cwu.edu](mailto:career@cwu.edu)

**When are you anticipating to end your internship?**

#### F5 - Position Total Weeks \*

Please input how many weeks long this internship will be

**How many weeks will you be working in the internship?**

#### F6 - Placement Address

If your internship placement location differs from the company address provided prior, please list the full address of the worksite location here.

**If you will be working in a remote, home, or non-face-to-face role, please input "Remote Work" here.**

**If different from the company's main address provided prior, please input the address of the work site where you'll be completing your internship hours.**

#### F7 - Compensation Type \*

Please indicate the type of compensation/payment you will be receiving during this internship

**Select from the provided drop-down the option that best matches the type of pay/compensation you will receive while in this role**

#### F8 - Compensation Amount \*

Please input how much you are paid for this internship position

**If internship is paid, what is the hourly rate? Or, reflect "none"**

#### F9 - Other Compensation \*If Applicable\*

Please briefly describe any additional forms of compensation/payment that will be received in exchange for your work in this role if applicable.

*(I.e. Meals, Lodging, Mileage, Equity/Stocks)*

This is most likely "N/A"

## Section G:

### **Required Documents and Verifications**

Review, attach, and verify required supplemental internship documents.

#### G1 - Age Verification \*

Are you at least 18 years of age or older?

Yes  No **You will check "yes" here**

#### G2 - Workstudy Abroad/Outside US \*

Will you be working abroad and/or be physically located outside the United States during your cooperative learning internship activities?

Yes  No **IF you are doing your internship abroad you will need to select "yes"**

#### G3 - Sexual Harassment Policy Review \*

### **Sexual Harassment and Behaviors of Concern Policy**

Central Washington University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual's fundamental rights and personal dignity. CWU considers sexual discrimination in all its forms to be a serious offense.

If you have any questions or concerns about sexual harassment, other forms of discrimination, or how to file a complaint, please visit the Behaviors of Concern webpage.

Please mark yes to indicate that you have reviewed CWU sexual harassment statement above and have been informed of the behaviors of concern webpage resource.

Yes  No **Reminder that there is no longer a sexual harassment training and that you will need to read through this and mark "yes" that you have done so.**

#### G4 - Document Attachment \*

**Please follow the steps detailed below to upload your documents in the following section**

**Step 1)** Click the "Add Attachment / Add Another Attachment" button displayed below

**Step 2)** Click the "Choose File" Button

**Step 3)** Select the document, input a title for your uploaded document, then hit upload.

**Note: You will need to repeat this process for each document you upload.**

Add Attachment / Add Another Attachment

**You will be attaching your liability insurance receipt/certificate to this attachment section. If you have any other materials you need at upload, you can do so here as well.**

G4a - Required Document List

### **\*\*\* Required Insurance Verification Document Upload \*\*\***

#### **1) Verification of Liability Insurance**

All students completing an internship must purchase CWU liability insurance and provide a copy of the certificate they receive. You may use the links below to purchase one of the two insurance options.

-Purchase medical liability insurance (for medical settings)-

-Purchase non-medical liability insurance (for all others)-

#### **G5 - Liability Insurance Statement \***

Have you attached certificate of liability insurance in the section above?

Yes    No   **Please select "yes"**

## Section H:

### **Academic Details**

Information about the internship course you will be taking and its department/faculty, academic credits, and general learning objectives.

Additional Instructions: Standard Internships

**\*Important Note: The following sections will require specific course information that you will need to obtain from your department or internship faculty advisor.**

Students should use the link below to check if a program-specific guide is available for their program on Academic Requirements Info Page.

If no specific guide is available for your program, students can use the Standard

Internship Academic Requirements Worksheet as a downloadable form to help them collect the needed information from their department or internship faculty advisor.

-Academic Requirements Program-Specific Guides & Info Page-

-View Standard Internship Academic Requirements Worksheet-

### H1 - CWU College \*

Please indicate which CWU college your current program/internship would fall within.

*\*Speak with your faculty advisor or email [career@cwu.edu](mailto:career@cwu.edu) if you need help with this information.*

**You will select from the drop down menu which college matches with your major. If you are unsure, check with your internship faculty advisor**

### H2 - Course Prefix \*

Please input the course prefix for your course/program. (I.e. BUS, ECON, ART)

*\*Speak with your faculty advisor or email [career@cwu.edu](mailto:career@cwu.edu) for help obtaining this information.*

**This will be the department you are doing your internship through. It is called your course prefix and will be provided by your department if you are unsure**

### H3 - Course Number \*

Please input the course code for your course/program. (i.e. 290, 490..)

*\*Speak with your faculty advisor or email [career@cwu.edu](mailto:career@cwu.edu) for help obtaining this information.*

**Enter "290", "490", or "590" here**

### H4 - Course Credits \*

Please input the number of course credits you are requesting for this internship.

*\*Speak with your faculty advisor or email [career@cwu.edu](mailto:career@cwu.edu) for help obtaining this information.*

*\*\*Internship course credits are calculated at a rate of **1 credit for every 40 internship hours completed**. Hours can include work hours completed at the internship site or pre-approved hours spent working on academic activities outside of work.*

**290- offered for 1 to 5 credits**  
**490- offered for 1 to 12 credits**  
**590- offered for 1-8 credits**

**\*remember to talk to your department about how many credits are required\***

### H5 - Weekly Work Hours \*

Please input the average hours per week you plan to work during this internship

*\*This only refers to time spent working at your internship provider and should exclude any time spent on homework or assignments outside your work hours*

**This is how many hours you will be working at the internship site.**

### H6 - Weekly Homework/Assignment (Academic) Hours \*

Please input the average hours per week you plan to work on internship-related coursework or assignments

Please input the number of course credits you are requesting for this internship.

*\*This only refers to time spent working on your internships academic requirements or assignments and should exclude any standard work hours completed as part of the internship*

**This is the amount of homework hours you are going to have that is required by your department. Most students do 1 academic hour, but you can do more if that is required of you.**

### H7 - Total Internship Hours \*

Please indicate the total number of internship hours that will be completed over the course of your internship

*\*This should be **(Weekly Work Hours (H5) + Weekly Academic Hours (H6)) x Total Weeks (F5)***

*\*\* Each credit hour represents 40 hours of internship work. Total hours must meet or exceed the number of requested course credits but must meet the minimum hours per credit required for a passing grade.*

**This is the (number of weeks) x (number of hours-both academic and work) above, and must satisfy the requirement of 40 hours for each credit for which you are registered. Make sure your # of weeks x hours per week calculates correctly.**

### H8 - Course Campus Location \*

Please indicate which CWU campus you attend the majority of your classes at or select "Web" if you are an online student

**This is what campus you are located on and where you do the majority of your classes.**

### H9 - Internship Instructor \*

Please provide the name of your assigned internship faculty advisor

Please input the number of course credits you are requesting for this internship.

*\*Speak with your faculty advisor, academic department, or email [career@cwu.edu](mailto:career@cwu.edu) for*

help obtaining this information.

**This is your internship faculty advisor assigned by your department. This will not be your academic advisor. Reach out to your department to find out who is able to oversee interns.**

#### H10 - Faculty Advisor's Email \*

Please input the email of your CWU Internship Faculty Advisor

*\*Speak with your faculty advisor, academic department, or email [career@cwu.edu](mailto:career@cwu.edu) for help obtaining this information.*

**Email address for the above person**

#### H11 - Faculty Advisor Contact Phone \*

Please provide the contact number for your assigned Internship Faculty Advisor

*\*Speak with your faculty advisor, academic department, or email [career@cwu.edu](mailto:career@cwu.edu) for help obtaining this information.*

**Enter phone number if applicable**

#### H12 - Program Chair's Name \*

Please input the name of the program chair for your department:

*\*Check online in your program's faculty and staff page or ask your department to find your program department chair and dean's office contact email.*

**You can check your departments website to see who the chair is and/or email career services if you are not sure**

#### H13 - Program Chair Email: \*

Please input the email of the program chair for your department

*\*Check for a program-specific guide or contact your internship faculty advisor to obtain this information*

*\*\*Students may also refer to this list of current program chairs & deans to see if their program information is listed*

**Email for above person**

#### H14 - Dean or Asst. Dean's Name: \*

Please refer to the information below then input the name of the Dean or Associate Dean for your college at CWU:



**Current Deans Office Internship Agreement Contacts:**

**College Of Business:** Dr. Keke Wu - Keke.Wu@cwu.edu

**College Of Arts & Humanities:** Dr. Mark Meister - Mark.Meister@cwu.edu

**College of Education & Professional Studies:** Dr. Kurt Kirstein - Kurt.Kirstein@cwu.edu

**College of the Sciences:** Dr. Michael Harrod - Michael.Harrod@cwu.ed

**Select the Dean from the list provided below. Remember that it matches with your college**

**H15 - Dean or Asst. Dean's Email \***

Please refer to the information below then input the email of the Dean or Associate Dean for your college at CWU:

**Current Deans Office Internship Agreement Contacts:**

**College Of Business:** Dr. Keke Wu - Keke.Wu@cwu.edu

**College Of Arts & Humanities:** Dr. Mark Meister - Mark.Meister@cwu.edu

**College of Education & Professional Studies:** Dr. Kurt Kirstein -Kurt.Kirstein@cwu.edu

**College of the Sciences:** Dr. Michael Harrod - Michael.Harrod@cwu.ed

**Email address for above person**

**H16 - Learning Objective Instructions**

**Learning Objectives & Activities:**

All internships require at **least 3 learning objectives and at least 2 learning activities per objective**. Some programs may require more.

*\*Check for a program-specific guide or work with your internship faculty advisor and site supervisor to obtain this information*

Learning objectives should be based on **SMART**

**goals** (Specific, Measurable, Attainable, Realistic and Time-Specific). Each objective should then have at least two specific activities attached to it that will outline the specific actions or steps that will be taken to help you reach your learning objective.

**Example Objective:** "To develop applied experience conducting financial analysis for small-to-medium business."

**Example Activity:** "Use Quicken, Tableau, and other analytics software to generate quarterly financial reports."

### H17 - Objective #1 \*

Please input your first learning objective

**You should work with your internship faculty advisor as well as your site supervisor to develop and list at least (3) learning objectives (what will you learn) associated with your internship.**

### H18 - Activities for Objective #1 \*

Please input at least two learning activities that you will complete in support of your first learning objective

**Each objective needs to include at least two "learning activities" (what will you do to facilitate learning)**

### H19 - Objective #2 \*

Please input your second learning objective

### H20 -Activities for Objective #2 \*

Please input at least two learning activities that you will complete in support of your second learning objective

### H21 - Objective #3 \*

Please input your second learning objective

### H22 - Activities for Objective #3 \*

Please input at least two learning activities that you will complete in support of your second learning objective

### H23 - Additional Learning Objectives \*

Do you have any additional learning objectives that you would like to include?

*\*Three objectives are the minimum for most programs but some require more. Consult with your department faculty advisor to confirm how many are needed for your program*

Yes    No   **IF you need to list more than 3 objectives, select "yes"**

### H25 - Academic Overload \*

Will you be taking over 18 credits this quarter? (Including your requested internship credits)

Yes    No   **You will have additional paperwork that goes into going over 18 credits for a given term. You will be emailed with that paperwork to work on. Remember that overloads will prevent enrollment, so it is good to get the paperwork started early.**

## Section I:

### Academic Assignments

Information about any academic assignments that will be required as part of this internship course.

**\*This information must be collected in collaboration with your internship faculty advisor.**

Notice of Pre-Defined Assignments   **This is a section you will work on with your internship advisor to figure out what type of assignments will be required of you throughout the internship**

### I1 - Assignments: Paper/Project \*

Please indicate if Term Papers / Projects will be required:

Yes  No

**I2 - Assignments: Progress Reports \***

Please indicate if regular progress reports will be required

Yes  No

**I3 - Assignments: Assigned Readings \***

Please indicate if any assigned readings are required:

Yes  No

**I4 - Assignments: Journal / Log \***

Please indicate if any journals or logs are required

Yes  No

**I5 - Assignments: Email Contacts \***

Please indicate if any email contacts are required

Yes  No

**I6 - Assignments: Final Report \***

Please indicate if there will be a final report, project, or exam for this internship

Yes  No

**I6a - Final Report Due Date \***

Please indicate the date that the final report, project, or exam for this internship will be due

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**I7 - Assignments: Other \***

Please indicate if other assignments that those listed above are required

Yes  No

**Academic Requirements Reviewed Acknowledgement \***

**Important Note: Your internship academic requirements, learning objectives, and homework assignments should all be reviewed and approved by your academic department or faculty advisor prior to submitting this application.**

Have you had your department or internship faculty advisor look over and confirm the internship academic requirements, activities, objectives, and assignments that you have listed in this application? *(Failure to do so can result in application delays or required revisions)*

Yes  No

**Remember that you need to have department approval prior to submitting your application. Work with your internship advisor to make sure your learning objectives/assignments are accurate.**

Submit

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