

**EMBRY-RIDDLE AERONAUTICAL UNIVERSITY**  
**Career Services - Cooperative Education/Internship Program**  
**POSITION DESCRIPTION**

SELF-CREATED  
**INTERN**

STUDENT NAME: \_\_\_\_\_ DEGREE PROGRAM: \_\_\_\_\_  
STUDENT ID# \_\_\_\_\_ CGPA \_\_\_\_\_ ERAU BOX# \_\_\_\_\_  
PHONE#: \_\_\_\_\_ EMail: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
COMPANY CONTACT \_\_\_\_\_ TITLE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE#: \_\_\_\_\_ FAX#: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
E-Mail: \_\_\_\_\_

COMPANY DESCRIPTION: (Attach additional page if needed)

POSITION TITLE: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
START MONTH: ☐ JANUARY ☐ MAY ☐ SEPTEMBER ☐ OTHER YEAR: \_\_\_\_\_

SUMMARY OF POSITION/DUTIES: (Attach position description if available)

**VERIFICATION OF HOURS WORKED**

**START DATE** \_\_\_\_\_ **TOTAL WEEKS** \_\_\_\_\_  
**END DATE** \_\_\_\_\_ **TOTAL HOURS** \_\_\_\_\_

An undergraduate student earns 1 open elective credit for each 100 hours of work with a max of 6 credit hours per 15 week semester.  
A graduate student earns 1 open elective credit for each 200 hours of work with a max of 3 credit hours per 15 week semester.  
All students must work 13 weeks /520 hours during the shorter summer semester to earn max credit.

SALARY AND BENEFITS: \_\_\_\_\_

YOUR COMPANY'S WEB SITE: http:// \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Degree: \_\_\_\_\_ Date: \_\_\_\_\_  
(ERAU Department Chair or Co-op Advisor)

11/11

\*\*\*Student must complete Co-op/Internship contract before the start of a Co-op/Internship in order to earn credit for work experience\*\*\*  
600 South Clyde Morris Blvd. Daytona Beach, FL 32114 Phone (386) 226- 6054 Fax# (386) 226-6223