

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