

COOPERATIVE EDUCATION 398/498
College of Business and Economics

Cooperative Education 398/498 in the College of Business and Economics is a business practicum or internship. Any business or economics major is eligible.

Signing up for Cooperative Education 398/498 course will allow up to four units of credit for work experience relevant to your business major and related to your degree program or for furthering your career after graduation. One unit of credit is awarded for each (10) hours per week. If you work part time (20 hours) you can receive 2 units. If you work (40) hours a week, you can receive four units. The course is graded as either CT (credit) or NC (no credit). The internship need not to be paid, but the following is required:

1. Student completes Form A (See Attached Form).
2. College prepares a Purchasing and Campus Stores Requisition, form 42 (using information from Form A) that details the internship. A minimum processing time of four (4) weeks is needed prior to the start date of the internship.
3. A University agreement will be forwarded to the Sponsoring Organization for review and approval.
4. Upon execution and approval of the agreement by both the University and the Sponsoring Organization, the Dean's Office will notify the department. The student and the supervising faculty will be notified by the department of the approval of the contract in order to issue the required permit. If the Sponsoring organization declines to sign the agreement, the department will contact you for another placement opportunity.
5. A progress report must be submitted by the 6th week of the quarter.
6. Student completes Form B (See Attached Form).
7. Sponsoring Organization will complete Form C (See Attached Form).

Form A
COOPERATIVE EDUCATION 398/498
College of Business and Economics

Date: _____ CIN: _____

Name: _____
(First) (Middle) (Last)

Daytime Phone: () - Emergency Contact Phone: () -

E-Mail Address: (Required) _____

Degree Sought: (Please circle one) BA BS MA MBA MS

Major: _____ Option: _____

Course: _____ Department: _____

Name of Sponsoring Organization: _____

Duration: _____

Sponsoring Organization Contact Information:

Name: _____
(First) (Middle) (Last)

Address: _____
(Street No.)

(City) (State) (ZIP Code)

Phone Number: () - _____

Complete the following:

I plan to work _____ hours per week for _____ units of credit. This work will involve will involve _____

This experience is relevant to my major and related to my degree program. It will help me as follows: _____

Form B
COOPERATIVE EDUCATION 398/498
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TO BE COMPLETED BY STUDENT AT THE END OF QUARTER

Date: _____ CIN: _____

Name: _____
(First) (Middle) (Last)

I interned at _____ for _____

hours per week. I applied the following knowledge from my CSULA education to the internship: _____

I feel I benefited from the following experiences at work which helped towards my degree: _____

Signature: _____

Form C
COOPERATIVE EDUCATION 398/498
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SPONSOR'S CERTIFICATION AT THE END OF QUARTER

Date: _____

This will certify that I sponsored _____ to intern at my
company/organization _____ hours per week during the _____ quarter. This
work was completed satisfactorily. Other comments I would like to make regarding the
students work are (optional):

Name

Signature

Name of Company/Organization