



# THE COOPER UNION PROFESSIONAL INTERNSHIP PROGRAM INTERNSHIP SITE INFORMATION SHEET

# CENTER FOR CAREER DEVELOPMENT

Students Name: _____	Date: _____
Internship site's supervisor's name: _____	
Internship site's name: _____	
Internship site's address (including zip code): _____	
Internship site phone#: _____ Fax#: _____	
Internship site E-mail address: _____	
Number of days working per week: _____ Hours per week: _____	
Please describe your duties and responsibilities as an intern: _____ _____ _____	
Please describe the industry/business of the internship site: _____ _____ _____	
Application materials Submitted:	
<input type="checkbox"/> Application	
<input type="checkbox"/> Recommendations	
<input type="checkbox"/> Resume	
<input type="checkbox"/> W-4 Tax Form (must be completed in the Business Office in order to be paid)	
Comments: <i>(to be filled out by Career Counselor and may continue on back of sheet)</i> _____ _____ _____	