



Sustainability and Resource Management Cooperative Work Experience Site Placement Application

Organization Information

Organization Name (First Last): _____

Street Address: _____ County: _____

City: _____ Fax: _____

Website: _____ Zip Code: _____

Type of Agency: (drop down list)

Work Hours: (drop down list)

Briefly describe the activities and services of your organization. What would you like students to know about the work you and your organization do? This will be available to the students seeking Cooperative Work Experience placements. (additional sheets may be attached)

Point of Contact

Please let us know who students should contact if interested in pursuing an internship with your organization.

Contact Name: _____ Position: _____

Email: _____ Best Phone: _____

Preferred Method of Contact: (drop down list)

Alternate Contact Name: _____ Position: _____

Email: _____ Best Phone: _____

Preferred Method of Contact: (drop down list)

Provide instructions on how students may apply for your opportunities. Also, please let us know if a background check is required and if there is any cost to the student.



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Cooperative Work Experience Opportunity Description

Describe the student’s role in your organization. Please be specific in describing responsibilities and tasks, as well as the supervision the student(s) will receive.

Please describe any specific projects you may assign to students.

Internship Parameters

What time commitment(s) would be acceptable for Cooperative Work Experience students at your location(s)? Please mark all that apply.

- | | |
|---------------------|----------------------|
| All | 11-20 hours per week |
| 1-5 hours per week | 20-30 hours per week |
| 6-10 hours per week | Other |

Based upon our semester system and the schedule of core classes being 8 weeks long, our students may be available every 8 to 16 weeks. What times of year work best to have a Cooperative Work Experience student begin?

- | | |
|------------------------|------------------------|
| Fall – Mid August | Spring (2) – Mid March |
| Fall (2) – Mid October | Summer - June |
| Spring – Mid January | |

What type of internships do you offer (mark whichever applies)? _____ Paid _____ Unpaid

Approximately, how many Recycling and Resource Management students would you be able to accept at a time?



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What entry skills or knowledge do you require (or recommend) for this internship?

Describe any training (orientation, in-service, observations, staff meetings, etc.) a student may anticipate participating in through your organization.

What is the address or location students where will be performing their internship?

Equal Employment Opportunity Verification

The California Community College Chancellor's Office has mandated that all college students participating in a college-level Cooperative Work Experience Program must obtain verification from their employer that they are an Equal Employment Opportunity Employer.

In order for your employee or intern to obtain college credits and to complete your site placement application, please review the following statement and sign and date at the bottom:

"It is the policy of this company to provide equal opportunity for all employees and applicants for employment. In addition, employment decisions are made without regard to race, religion, color, age, sex, national origin, disability, or any other status protected by federal, state, or local law."

Signature: _____ Date: _____