

WAUKESHA COUNTY TECHNICAL COLLEGE

Co-op/Internship Data Sheet

DATE _____

Personal Data

NAME	Last	First	Middle Initial	Student ID Number
ADDRESS	Street & Number			
City	State	Zip	Telephone Number	Alternate
WCTC EMAIL (not personal email)				

WCTC Training

Major Courses Completed	1	2
3	4	5
6	7	8
Projected Graduation Date:		Current Grade Point Average:
Program enrolled in:		

Special Skills

List skills or aptitudes you have acquired. Mention machines or equipment you can operate, foreign languages acquired, blueprint reading skills, software and computer knowledge, etc. Comment on what you feel are your strong points in your training and work background.

Education - High School, GED, and Post Secondary

Name of School. List most recent first.	Dates Attended From - To	Diploma /Degree

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Employment History (list most recent first)

Firm Name	Firm Address	Job Title	Dates Employed	Reason for Leaving

List any scholastic honors or awards you've received _____

Are you presently working in your field of study and want to use that job as your Co-op/Internship Site? Yes ___ No ___

If yes, complete the information below.

Name of Company		Phone Number
Street Address	City	State
Zip		
Supervisor's Name & Title	Supervisor Email	

I authorize the personnel of the Co-op/Internship Office to make information in my file available to perspective employers when necessary and desirable for the purpose of arranging a Co-op/Internship placement. I understand I can revoke this permission at any time by notifying the Co-op/Internship Office in Writing.

Signature _____

Date _____

The WCTC Co-op/Internship Office is an Equal Opportunity Affirmative Action referral service.

WCTC Co-op/Internship Office
Located in the Workforce Development Center, Room B1
(262)695-7803, FAX (262) 695-7816, TTY (262)695-7817

**Waukesha County Technical College
Co-op/Internship Office**

Co-op/Internship Registration Agreement

If I wish to use the services of the Co-op/Internship office, I understand that I must fulfill the following requirements:

1. Have a minimum of 2.0 GPA.
2. Have all prerequisite courses completed or obtain a waiver from the Associate Dean in my area of study.
3. Register for the appropriate Co-op/Internship course number and section.
4. Submit a typed resume and give permission to the Co-op/Internship office to forward my resume to prospective employers.
5. Go to all scheduled interviews.

If I secure employment through the assistance of the Co-op/Internship office, I agree to:

1. Meet all Co-op/Internship course and program requirements as set by my instructor, as well as performance requirements at the worksite.
2. Accumulate the minimum required hours on-the-job for my program.
3. Remain in the Co-op/Internship course and with my Co-op/Internship employer for the full semester as contracted.

Upon successful completion of these requirements, I understand that I will be graded for the experience and receive credits. I also understand that failure to meet the above terms may result in termination from my job and a withdrawal failure (WF) grade for the class.

Student's Signature

Date