



UST/ENV 490 Undergraduate Students General Internship Requirements

Students registering for UST 490 Urban Cooperative Education Internship or the ENV 490 Environmental Cooperative Education Internship Program will be required to complete the following:

1. A completed Learning Contract and Educational Plan Form. Please return this form to Melanie Hmada, UR 210, Maxine Goodman Levin College of Urban Affairs, 2121 Euclid Avenue, Cleveland, Ohio 44115.
2. A completed Student Agreement Form returned to Melanie Hmada at the above address.
3. At least 150 hours of work for four credit hours and 300 hours of work for eight credit hours. Note: Urban Cooperative Interns may not work more than 15 hours a week or a total of 240 hours a semester.
4. A completed Intern Evaluation Form completed by the agency supervisor at the end of the internship and submitted to Melanie Hmada at the above address.
5. A completed Student Evaluation Form of the agency at the end of the internship and submitted to Melanie Hmada at the above address.
6. A five to six page paper which relates the student's prior course work to the internship experience. This paper should show how specific course content was beneficial to the student's internship. If knowledge or skills were needed that the student did not possess, and he or she feels that a course or courses in this area should be offered by the department, this should also be discussed. A more detailed description of the paper is available in the intern packet or on line under student forms

Please feel free to contact the Office of Student Services at (216) 687- 3884 with any questions.