



**University of Houston – Downtown  
Career Services  
FIELD EXPERIENCE APPLICATION**

**(Attach resume and UHD Grade History before submitting to professor in your academic department—see listing)**

**Part 1 (Student):**

Last Name: \_\_\_\_\_ First \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Major: \_\_\_\_\_ Hours Completed: \_\_\_\_\_ Overall GPA: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Email: \_\_\_\_\_ **\*\*\*(all contact via email, disable junk or bulk**

**function for email from UHD)\*\*\***

Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

F-1 students must receive approval from the Coordinator of International Admissions, Suite 350 South (713) 221-8048.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 2 (Employer):**

**JOB DESCRIPTION**

During the \_\_\_\_\_ semester of 200\_\_\_\_, \_\_\_\_\_ will be participating in a cooperative program between you and the University of Houston – Downtown. As the employee’s direct supervisor, please provide a brief description of student duties or attach a copy of the job description:

Student’s Position Title \_\_\_\_\_

Department \_\_\_\_\_

Summary of Responsibilities:

Please check all that apply to this Field Experience:

Internship/Co-op \_\_\_\_\_ Volunteer \_\_\_\_\_ Permanent \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_  
Paid \_\_\_\_\_ Unpaid \_\_\_\_\_

***(Please Print or Type)***

\_\_\_\_\_  
Name of Student’s Supervisor

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City, State, Zip

**Part 3 (Academic Department Approval):**

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: Dr. Susan Henney, Social Science Internship Coordinator