Engineering Career Services

Student - Job Update Form (General)

Internship or Full Time Position: Thanks for sharing information about the position you have accepted by completing this form.

Co-op: Just complete the “About You” section below. Bring your offer letter and any supplemental documentation to Engineering Career Services during regular business hours in order to request permission to enroll in ENCO 099/098.

CPT (F-1 Visa Holders): Do not complete this form for an internship. See the CPT for F-1 Students section of our website for ENCO instructions and forms. You may use this form to tell us about a full time position you have accepted for after graduation.

About You

Last Name: ____________________________ First Name: ____________________________

UMD UID: ____________________________ Expected Graduation: (MM/YY) __________/___________

Volunteer: Would you be willing to talk to other Clark School students about your job search and work experience? □ YES □ NO

About the Job

Type of position: □ Co-op □ Summer Internship □ Part-time Internship (fall/ spring) □ Full Time Position □ Other

Employer (Organization) Name: __________________________________________________________

Workplace Location (City, State): _________________________________________________________

Employer Contact Name/ Email: __________________________________________________________

Start Date: (MM/YY) ___________ Hours/ week: ___________ Salary: ___________/□ hr □ wk □ mo □ yr

Other compensation (housing, parking, etc.): ______________________________________________

How did you find this job? ______________________________________________________________

Additional comments: _________________________________________________________________

Salary and demographic information will be used for statistical purposes only.

****For Engineering Co-op & Career Services Staff Use ONLY****

ENCO Enrollment Term(s) & Years: □ Summer 20________ □ Fall 20________ □ Winter 20________ □ Spring 20________

Degree: □ B / □ M / □ D Major (non-ENGR): _________________________________________________

Today’s Date: __________________________ Note additional co-op placements on the back. (Term, Year, Employer, Location, Date Updated)

Career Services Staff Notes: ____________________________________________________________

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