Internship Program Instructions
Business & Computer Technology Department
Pellissippi State Community College

1. Read the current catalog course description for the internship course in your program. Please make sure you meet all prerequisites as stated in the catalog before applying for an internship.

2. Internship Information Sheets may be picked up from the door box of the Coordinator’s office (MC251) or printed from the BCT Internship website.

3. Read the syllabus for the internship course for your major. These may be found at Business and Computer Technology Website. Please pay close attention to the evaluation requirements. If you have any questions, call the Internship Coordinator.

4. Complete the Internship Information sheet and submit to the Internship Coordinator by the first day of class of the enrolled semester along with a resume and a copy of your transcript. Transcripts from MyPellissippi are acceptable. Enrolled students are given first priority on available positions.

5. If you expect to complete all degree requirements in the upcoming semester, you need to file a Graduation Application on MyPellissippi (if you have not done so already). Your advisor is the person to contact to get this process started. This form DOES NOT have to be submitted to the Internship Coordinator but should be filed with the Records department at the beginning of the semester in which you intend to graduate.

6. The Internship Coordinator will meet with student applicants by appointment at the time they submit the Internship Information Sheet, resume, etc. The student is responsible for contacting the Coordinator and scheduling this appointment. Students who are already working in their field and plan on using their jobs as internships still DO need to arrange an interview and submit their completed internship paperwork in order to assure approval of their internship job with the Internship Coordinator.

- Internship Information Sheet
- Resume (paper and electronic copy)
- Transcripts (unofficial copy from MyPellissippi)
- Submission of intent to graduate through MyPellissippi
- Meeting with Internship Coordinator

Sally Lighter, Internship Coordinator
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