

Instructions for Internship Application
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 pre-requisites as stated in the catalog before applying for internship.
2. Internship applications may be picked up from the door box of the Coordinator's office (MC251) or printed from the internship web page: www.pstcc.edu/departments/bctpi/documents/html.
3. **Read the syllabus** for the internship course for your major. These may be found at www.pstcc.edu/departments/bct/syllabi.htm. Scroll to the internship course number for your major and open the document. Please pay close attention to the evaluation requirements for the internship course; if you have any questions, call the Internship Coordinator.
4. Complete the **application** and submit to the Internship Coordinator along with a **resume** and a **copy of your transcript** (PS Web transcripts are accepted). Applications will be accepted once students have met the pre-requisites to enroll in their internship. Earlier applications may be submitted, but enrolled students are given first priority on available positions. **The deadline for internship application is the first day of class of the enrolled semester.**
5. If you expect to complete all degree requirements in the upcoming semester, you need to file an Intent to Graduate form (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 on file 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 application, 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 in order to submit their completed application paperwork **and** to assure approval of their internship job with the Internship Coordinator.

- Internship Application
- Resume (paper and electronic copy)
- Transcripts (unofficial copy from PS Web)
- Meeting with Internship Coordinator

RETURN TO: Sally Lighter, Internship Coordinator
Pellissippi State Community College
P.O. Box 22990
Knoxville, TN 37933-0990
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