

## **Instructions for Internship Application**

### **Business & Computer Technology Department**

### **Pellissippi State Technical Community College**

1. Read the current catalog course description for the internship course in your Program. Please make sure you meet the requirements and pre-requisites as stated in the catalog before beginning the application process.
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](http://www.pstcc.edu/departments/bctpi))
3. Read the syllabus for the internship course in your major. These may be found by going to the above website, clicking on "Course Syllabi", and then scroll to the syllabus for the internship course in which you are enrolled. (You may first need to download a free copy of Adobe Acrobat Reader). **READ COMPLETELY!** If you have any questions about the requirements, either contact the Internship Coordinator or bring up the questions when meeting with the Coordinator.
4. Complete the **two-page application** and submit to the Internship Coordinator along with a **resume** and a **copy of your current transcript**. Applications will be accepted once students have met the requirements and pre-requisites to enroll in their program's internship. Earlier applications may be submitted, but students enrolled in the course 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 completed by the deadline. 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 **DO NOT** need to arrange an interview, but they **DO** need to complete the application paperwork **and** contact the Coordinator to assure approval of their internship job.
  - Internship Application
  - Resume (paper and electronic copy)
  - Transcripts (from Records office or PS Web)
  - Interview with Internship Coordinator

**RETURN TO:** BCT Internship Coordinator  
Pellissippi State Technical Community College  
P.O. Box 22990  
Knoxville, TN 37933-0990  
Office: MC 251, Phone: (865) 694-6597, FAX: (865) 694-6426