

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
Business and Computer Technology Department

**INTERNSHIP APPLICATION**

ACC       CSIT/NETW       HSP       MKT  
 CSIT/PROG       CSIT/DBASE       MGT       OST/BUS       OST/HCOA

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phones (Home/Work/Cell): \_\_\_\_\_

Email addresses: \_\_\_\_\_

Planning to Intern (Please circle choice):      Spring      Summer      Fall      Year: \_\_\_\_\_

Available hours M-F: \_\_\_\_\_

Please check the box that best fits your working status:

U.S. Citizen     Permanent Resident/Green Card     Student Visa     Employment Authorization

**Pellissippi State Experience:**

Expected Graduation Date: \_\_\_\_\_ Overall GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_

Organizations/Honors: \_\_\_\_\_ Advisor: \_\_\_\_\_

**Employment:** Are you presently employed?  Yes  No      Hours Per Week: \_\_\_\_\_

Do you want consideration given to use this employment as your internship?  Yes  No  
(If yes, complete next section. If no, leave blank for internship employment information.)

Employer: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone/Email/Fax: \_\_\_\_\_

Intern's Job Duties/Project: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**This Section to be completed ONLY by Internship Coordinator.**

Initial Meeting	Time Sheets or Pay Stubs
Application	Evaluation(s) by Employer
Current Resume	Evaluation by Student
Resume (Electronic)	Site Visit
Current Transcript	FINAL REPORT (In lieu of visit)
Work or Class Schedule	Grade
Job Profile or Agreement	Placement File Completed

Requirements Complete: \_\_\_\_\_      Hired: \_\_\_\_\_      Starting Salary: \_\_\_\_\_

**Other Education:**

College Name: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_

College Name: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Previous Work Experience Related to your major:

\_\_\_\_\_  
\_\_\_\_\_

List the computer applications/languages with which you are most comfortable/competent:

\_\_\_\_\_  
\_\_\_\_\_

What courses do you plan to take along with your internship? (Give course, section and time.)

\_\_\_\_\_  
\_\_\_\_\_

List types of jobs/tasks, in order of preference, you would desire and feel qualified to undertake as an intern:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List favorite three classes in your major (Give course acronym/number and catalog name):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Upon graduation, what type of job/position do you hope to secure?

List your three best personal traits/strengths:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Additional information that would aid Coordinator in arranging the best possible internship for you:

**Student Information Permission**

The Internship Coordinator and faculty members have my permission to provide academic and personal information to potential employers and the Placement Office in order that the best possible internship may be arranged.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date