

THE OFFICE OF CAREER ADVANCEMENT

INTERNSHIP APPLICATION FORM

(ALL FIELDS MUST BE COMPLETED)

This form must be submitted to the Internship Coordinator with an OCA-approved resume.

REQUESTING INTERNSHIP FOR: FALL WINTER SPRING SEMESTER YEAR: 20
NAME:ID#:
ADDRESS:
(CITY, STATE, ZIP)
HOME PHONE: () CELL PHONE: ()
PERSONAL EMAIL:
DATE OF BIRTH: GENDER: MALE FEMALE
INTERNATIONAL STUDENT CITIZEN PERMANENT RESIDENT
AAS BBA MBA MAJOR:
CREDITS COMPLETED: GPA: EGD (EXPECTED GRAD. DATE):
STATUS: FULL-TIME STUDENT PART-TIME STUDENT
LANGUAGES SPOKEN (OTHER THAN ENGLISH):
ARE YOU USING OUR JOB DATABASE (mc.experience.com)? YES NO
ARE YOU CURRENTLY EMPLOYED: YES NO
WHERE: POSITION:
IS THIS POSITION RELATED TO YOUR MAJOR?LENGTH OF TIME IN THIS POSITION AVAILABILITY FOR INTERNSHIP:
(Days and times, i.e. M, W, F - 2PM – 4 PM, T, TH- all day)
MODE(S) OF TRANSPORTATION (check all that apply): MTA MNR DATE:
STUDENT SIGNATURE: DATE: DATE: DATE:
This portion is completed by the Academic School Dean for students who wish to petition to have their experience evaluated. Only students with significant experience (at least 3 years for Associates, 5 years for Bachelors) related to the major and of appropriate level qualify at the discretion of the Academic School Dean. An approved resume and a current job description must be submitted along with this form.
The above-mentioned student is approved. YES NO
ACADEMIC DEAN SIGNATURE: DATE: