



INTERNSHIP APPLICATION

Return Form to: Cathy Allard, Career Advisor, FVCC Learning Resource Center 129, callard@fvcc.edu, 406.756.3803

RECOMMENDED DUE DATE:

- Fall Semester: July 5
- Spring Semester: November 5
- Summer Semester: April 5

Student Name:			
Mailing Address:	STREET:		
	CITY, STATE, ZIP:		
Best Phone:			
Email Address:			
Orientation Date:			
Degree (Check One):	<p>Your Major:</p> <input type="checkbox"/> Accounting <input type="checkbox"/> Business Administration <input type="checkbox"/> Human Services <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Graphic Design <input type="checkbox"/> OTHER _____ <input type="checkbox"/> Information Technology <input type="checkbox"/> IT – Web Technology <input type="checkbox"/> Integrated Agriculture and Food Systems		
<input type="checkbox"/> AAS <input type="checkbox"/> CT <input type="checkbox"/> CAS <input type="checkbox"/> AS <input type="checkbox"/> AA	<p>Your Work Experience:</p>		
Faculty Advisor:			
STUDENT:	I have completed the prerequisites as outlined in the catalog course description and/or discussed this with my Faculty Advisor and have their permission to register. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Internship Instructor:			
Internship Course:	<input type="checkbox"/> ACTG 298 <input type="checkbox"/> BGEN 298 <input type="checkbox"/> CJ 275 <input type="checkbox"/> CULA 298 <input type="checkbox"/> ECP 298 <input type="checkbox"/> ITS 298 <input type="checkbox"/> HS 262 <input type="checkbox"/> HS 264 <input type="checkbox"/> HS 266 <input type="checkbox"/> IAFS 298 <input type="checkbox"/> OTHER(name) _____ <input type="checkbox"/> TASK 298		
Semester of Preferred Placement:	<input type="checkbox"/> SU <input type="checkbox"/> FA <input type="checkbox"/> SP <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019	Preferred Start Date:	
Expected Graduation:	<input type="checkbox"/> May <input type="checkbox"/> Aug <input type="checkbox"/> December <input type="checkbox"/> 2016 <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019	GPA:	
Location:	Are you willing or able to travel within the area? To Whitefish? Bigfork? Columbia Falls? Other?		
If you have a disability, will there be any accommodations needed at your internship site? Please describe. (Documentation must be on file with the Disability Specialist)			
Other circumstances that may affect your ability to complete ALL of your required internship hours before the last day of the semester?			

Received by _____

Date _____

Time _____

Application Approved by _____

Date _____

PLEASE ATTACH -- Additional Required Materials:

Note: These preliminary assignments are required prior to applying to internship sites and are a part of your grade.

- Site List:** a) check with your FVCC program advisor & instructors. b) Check the resources available on FVCC's Looking for a Job & Internship webpage including FVCC's online job board, CONNECT. Then complete the Internship Site List. You do not need to contact potential sites at this time; however, you should have CONTACT information, including emails if this is readily available on the internet or in a phone book/directory.
- Resume:** Must be specifically targeted toward your internship/major. If you do not have a current resume, try using the **Ready Made Resume** or **Career Coach** resume templates available at <http://www.fvcc.edu/student-support/career-services/students-alumni/>. If you would like further assistance, please call the Career Advisor at the Learning Resource Center at 756-3803 to set up a time.
- References:** Make a list of 3-5 professional references, along with their contact information, who can speak to your skills within your field or your work ethic. This may include faculty, advisors, employers, co-workers or community leaders. See suggested References Template on FVCC Internship webpage.

NEED MORE HELP? Set up an appointment with Career Advisor - phone 756-3803.

By checking the boxes listed below and signing this application, the student:

- Understands that an internship is an FVCC credit course, with lab hours 45-60/1 for each credit, which follows the same registration and financial aid guidelines as any other FVCC course. Signatures from your advisor and the internship instructor are required, so you will need to pick up a paper course registration form, get the needed signatures and return the form to the Registration Office, BH 115.
- Understands that although we will make every effort to match a student with an internship site that offers training related to their major and career goals, we do not guarantee any specific internship site placement.
- Gives permission to the Career Advisor or Faculty/Instructor to release information regarding the internship application, resume or references, internship placement and attendance to the site intern mentor/supervisor, faculty or educational advisor.
- Agrees to apply for the internship site per the internship provider instructions and understands that this might include additional costs and processing for items such as background checks, immunizations, or transportation costs. *(Some financial assistance may be available if on specific funding programs or through a scholarship.)*
- Understands that you are responsible to register for the course, and turn in the original INTERNSHIP AGREEMENT with all necessary signatures BEFORE starting the internship.
- Agrees to share any concerns regarding their internship with the Faculty/Instructor.

Signature

Date

When submitting this application to reception in the Learning Center, LRC 129, please ask to set up an appointment time Cathy Allard, to go over your application, resume and references, and site list within 2 weeks. Please bring your resume, references AND site list "electronically" (*thumb drive, email*) so you can make any recommended changes during the appointment.

Received by _____

Date _____

Time _____

Application Approved by _____

Date _____