INTERNSHIP PROGRAM APPLICATION QUESTIONS

PLEASE BE PREPARED TO ANSWER THE FOLLOWING QUESTIONS PRIOR TO FILLING OUT THE APPLICATION ON OUR WEBSITE. THANK YOU!
NOTE: THIS IS NOT THE APPLICATION. PLEASE CLICK ON THE LINK ON THE WEBISTE TO FILL OUT OFFICIAL APPLICATION. THANK YOU!

STUDENT INFO REQUIRED:

1. Name of Student
2. How many units completed at SMC in prior semester (Fall or Spring)
3. Whether your GPA is 2.0 or higher
4. Confirming that you have already been offered an internship and would like class credit
5. What area your internship is considered (ex. Computer Science, General Office, Graphic Design)
6. Student ID Number
7. Student Phone Number
8. Student Email
9. Whether it is your first internship class at SMC
10. Whether intern is an international student or not

INTERNATIONAL STUDENTS ONLY:

1. Upload IEC approval (Eligibility Letter)
2. Completed two consecutive semesters as full time SMC student
3. Confirm understanding that you are not allowed to exceed 20 hours a week (Fall/Spring Only)

EMPLOYER INFORMATION NEEDED:

1. Company name
2. Street Address (City, Zip Code etc)
3. Immediate Supervisor Name, job title, email, and phone number
4. Website of Company/Agency
5. Human Resources Contact of Company/Agency
6. Email Address of Human Resources Contact

INTERNSHIP CLASS INFORMATION NEEDED:

1. How many hours a week you will be interning?
2. How many hours will you be interning for the semester?
3. Confirmation of the following:
    a. Understanding that completion of hours is required to pass the class, no extensions or exceptions
    b. That you have reviewed the PPT to understand what is required for the internship program
4. Learning Objectives need to be attached as a PDF
5. Is your internship Paid or Unpaid?