Internship Application

Year 202____  Semester:  Fall____  Winter____  Spring____  Summer____

(Print) Last Name  First  SMC ID Number  Cell/Message Telephone

Street Address  City & State  Zip Code

Home Telephone  E-Mail Address (Best contact one)  2nd Email Address

INTERNATIONAL STUDENTS:  Are you an international student?  Check:  Yes____  No____
If yes, have you attached the IEC approval sheet?  Yes____  No____  Comment________________________

INTERNSHIP EMPLOYER’S CONTACT INFORMATION (Please print legibly)

Company/Agency Name  Street Address  City  Zip Code

Immediate Supervisor  Supervisor’s Job Title  Supervisor’s Telephone Number

Supervisor’s E-Mail Address  Website of Company/Agency

E-Mail Address in HR*

*If the Human Resources office is an important contact for your internship, please complete the Human Resources contact information provided in the spaces above as well.

ADDITIONAL INFORMATION  Internship Course Title:______________________________  Section Number:________

How many SMC units were you enrolled in and successfully completed in the previous full semester (Fall or Spring)? ________

Total Units of Internship Credit(s) _________  Unpaid Internship_________  Paid Internship_________

HOURS OF WORK REQUIRED FOR CREDIT:

I need to work___________ hours this semester to earn the internship credit. BE SURE YOU CAN COMPLETE ALL THE REQUIRED HOURS IN THE TIME YOU HAVE LEFT FOR THE SEMESTER! YOUR GRADE DEPENDS ON IT.
(If paid, 75 work hours times (X) the number of units; if unpaid, 60 work hours times (X) the number of units)

The above statements are true to the best of my knowledge:

Student_________________________  College Instructor or SMC Internship Staff  Today’s Date

FOR OFFICE STAFF ONLY:  Please initial:  ________________

Attended Orientation Session:  Yes_____  No______  Date Attended Orientation:__________

Successfully completed at least 6 units in the prior Fall or Spring Semester:  Yes_____  No______  N/A_____

Internship Courses Taken in the Past:  Counseling 90 ________  Successfully Passed Internship Course(s):  Yes___  No____

Additional Comments:______________________________________________________________  ___________________