Student Internship Application Form

You will need to print out and complete all sections to apply for the internship program.  Please make sure to turn in this application along with the Employer Internship Agreement Form at time of enrollment.

**Section I: Demographic Information**

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|  | **Enter Information in this Column** |
| Name (Last, First, Middle Initial): |  |
| Banner ID: |  |
| Campus/Local Address: |  |
| City, State, Zip Code |  |
| Campus/Local Phone: |  |
| Home/Permanent Address: |  |
| City, State, Zip Code |  |
| Primary Phone (i.e. cell phone): |  |
| UNCP E-mail Address: |  |
| Do you have your own transportation? (check one): | **\_\_\_yes     \_\_\_no** |
| Major: |  |
| Second Major: |  |
| Minor: |  |
| Second Minor: |  |
| Overall GPA : |  |

**Section II: Relevant Coursework, Experience, and Extracurricular Activities**

List coursework relevant to the internship positions that you are considering.

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List specific computer hardware and software with which you have worked.

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List any work experience that might be relevant to the internship positions that you are considering.

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List the clubs, organizations, fraternities, sororities, sports teams, or other activities that you currently participate in or have previously participated in.  Indication offices, positions held, if any.

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Special talents and interests (e.g. sports, crafts, hobbies, art, music, etc.).

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**Section III: Internship Information**

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|  | Enter Information in this Column |
| Semester/Session of Internship: (check one) | \_\_\_\_Fall     \_\_\_\_Spring     \_\_\_\_Summer |
| Year of Internship: | 20\_\_\_\_\_ |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Student Intern                                                      Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Executive in Residence Date

**Submit Internship Application to:**

Christine Bell

Executive in Residence for Internships

School of Business, Room 109

UNC Pembroke

P.O. Box 1510

Pembroke, North Carolina 28372

Phone: (910) 521-6836

Fax: (910) 521-6750

E-mail: Christine.bell@uncp.edu

# Student Intern Responsibilities/Expectations

* Obtain faculty approval of the proposed internship
  + Register properly
  + Prepare a resume for the prospective employer. It is mandatory for students to have their resume approved by the UNCP Career Center before submission to the employer.
  + Complete the Internship Agreement Form
* Comply with the employer’s rules and regulations
  + Report to work on time
  + Complete assignments to best of ability
  + Maintain a professional attitude and appearance
  + Use initiative to create value for the employer
* Report progress toward achieving learning objectives by submitting
  + Bi-weekly status report and journal
  + Monthly time sheet
  + Supervisor’s mid-semester, final and subjective evaluation
  + Mid-semester Internship Evaluation
  + Semester total time sheet
  + Internship Written Assignments
* Immediately notify the department faculty member if any difficulties are experienced with the internship site, employer, or work assignments.

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Student Intern’s Signature Date