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| LOGAN LOGO from Graphics.jpg |  **John A. Logan College** **Internship Application** **Carterville, IL 62918** |

Name:

 Last First MI

Telephone Number: Student ID#:

Address:

 Street City State Zip

Major: Graduation date:

Email: GPA:

Internship preference: [ ] FALL [ ] SPRING [ ] SUMMER Year:

As of the end of last semester, how many credits have you completed at JALC?

Have you identified an employer you would like to work with? YES NO

 Company Name(s)

I am interested in participating in an internship to (check all that apply):

 [ ] Practice the skills I have learned in the classroom.

 [ ] To increase my chances of being hired after graduation.

 [ ] Experience my chosen career field to see if it is a good fit.

 [ ] Other

What specific skills do you want to strengthen on your internship?

What characteristics make you a good candidate for an internship?

**STUDENT INTERNSHIP AGREEMENT REQUIREMENTS**

(circle one per line)

Y N I will complete this internship application and return it to the Faculty Supervisor.

Y N I will remember that I am an ambassador of the school in all interactions with

 employers.

Y N I will act in accordance to professional work standards in all interactions with the

 Faculty Supervisor and potential internship employers. I will attend all

 appointments and interviews on time. I will use proper business communication

 style in all emails, letters, phone calls, and interviews. I will give adequate notice

 to Faculty Supervisor and employer if unable to comply for any reason.

Y N I will respond to all requests for information or interviews promptly the same day

 of the request.

Y N I authorize the release of any information pertinent to the intern employment

 opportunity and process by the Faculty Supervisor and employer.

Resume: Attach a current typed resume to application.

I understand and agree that enrollment in the internship program is subject to meeting the qualifications and requirements of the program; that space in the program is limited and the process of gaining an internship is competitive. Application does not guarantee an internship. I have read and agree to comply with all of the requirements of this program enumerated on this application.

Student Applicant: Date:

\*Return application and resume to the Faculty Supervisor.