

Today's date: _____ SEMESTER _____ YEAR _____

APPLICATION

NAME: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL: _____ CITY TECH EMAIL: _____

EMERGENCY CONTACT: _____

Internship Site: _____

Internship Address: _____

Internship Supervisor: _____

Internship Supervisor' Telephone: _____ Email: _____

Your Internship Title: _____

Internship Schedule: _____

(Minimum of 120 hours)

To be completed at the Internship Orientation:

The overall objective of your internship is to place you in a situation that will promote your professional and personal growth potential. Please designate in numerical order of priority, three areas that would provide opportunity to integrate theory with practical aspects of your profession. You may attach other possibilities:

Throughout my internship I will:

| | |
|---|---|
| Objective a. (<u>exemplar</u>) <i>Set four objectives helping to guide me through the learning process.</i> | |
| a. Develop internship professional goals | Shared reading assignment, internship career goals, online weekly reports, site supervisor evaluation |
| Objective b. | |
| b. Evaluate management skills and reflect on professional behaviors | Online weekly reports, industry research postings and discussions |
| Objective c. | |
| c. Practice and apply industry knowledge, skills and techniques in the workplace | Online weekly reports, industry research postings and discussions, site supervisor evaluation |
| Objective d. | |
| d. Demonstrate professional skills and build a professional network | Online weekly reports, site supervisor evaluation, final report |
| Objective e. | |
| e. Reflect on individual progress and development and site supervisor's final evaluation | Online weekly reports, site supervisor evaluation, final report |

Stated areas of interest will serve as the basis for writing the three objectives of your internship (in a memo to your faculty supervisor due week two) revised and approved by your faculty supervisor prior to week three of your internship.

You will need a current resume with this form; submit to faculty supervisor during the orientation. Additionally, you may be asked to upload an electronic copy of the application form and the resume.