



Internship Requirements

Internship opportunities are currently available in the following areas:

- Programming
- Promotions/Marketing

Application Deadline:

- Fall Semester – September to December
- Spring Semester – January to May
- Summer – June to August

Qualifications:

- Currently attending an accredited college or university and have achieved junior or senior status
- Excellent oral and written communication skills
- Student must have attained a GPA of at least 3.0 in their major courses
- Must receive college academic credit
- At least 18 years of age
- Submit application packet

Please submit the following:

- Current cover letter and resume
- Official transcript from current college or university
- Two letters of recommendation
 - One from a college advisor
 - One from a previous internship or employment
- Complete internship application
- Letter indicating certification of college academic credit
- A writing sample (Minimum of 250 words):
 - a) A short paper already submitted to class
 - b) Or, an essay on “The Value of an Internship”

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Internship Application

Last Name: _____ First: _____ M.I.: _____

SSN: _____ Date of Birth: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Number: _____ Cell: _____ Other: _____

School Information:

Official School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Major/Minor: _____ Graduation Date: _____

Classification: _____

School Advisor: _____ Phone Number: _____

How Many Hours Do You Need? _____

Internship Department Interest (check one)

_____ Programming

_____ Promotions/Marketing

Internship Term (check one)

_____ Fall

_____ Spring

_____ Summer

Hours of Availability:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

