



POLK STATE COLLEGE

INTERN INTAKE FORM

Dear Student:

Thank you for choosing to pursue a Polk State College internship as part of your education. Please review the information provided at polk.edu/interns and register on collegecentral.com/polkstate/ where you can personalize your internship search. Please provide the information requested below along with a copy of your degree audit to the internship coordinator. Note that placements are provided for “course credit” students, but those seeking internships for “experience only” may also use the internship resources. Internships may be paid or unpaid depending on the setting, the type of organization, the skill sets required of the intern, and other factors; students should not expect that the internship will be paid.

<p>Student’s Name: _____</p> <p>Student ID#: _____</p> <p>Email address: _____@_____</p> <p>Contact phone(s): _____</p> <p>*Have you registered on College Central Network? Yes / No (circle one)</p> <p>*Have you uploaded your current resume to CCN? Yes / No (circle one)</p> <p>*Mandatory requirements for assistance with Internship/Job placement.</p>	<p>Are you enrolled in classes at this institution in the current semester: Yes / No (circle one)</p> <p>To participate in an internship you must certify that your GPA is above a 2.0 (for AS students) and 3.0 (for BS and BAS students) by indicating: Yes / No (circle one)</p> <p>Current Unweighted Cumulative GPA: _____</p> <p>Completed 30 hours in my AS program: Yes / No (circle one)</p> <p>Or 30 hours in my BS/BAS program: Yes / No (circle one)</p> <p>Program Status: (# of credit hours completed): _____</p>
<p>Program Name: _____</p> <p>Program Director: _____</p> <p>I have my program director’s approval to seek an internship : Yes / No</p> <p>If the program director is not the internship course instructor, you must also get approval from the internship course instructor that you are taking on an internship. I am enrolled in an Internship Course: Course #: _____ Reference#: _____ Instructors Name: _____</p>	<p>Many employers perform background checks and/or require finger printing as part of their internship intake process. It is important that you answer the following questions as accurately as possible:</p> <p>Have your ever been convicted of a crime? Yes No (circle one)</p> <p>Date(s): _____</p> <p>Charge(s): _____</p>
<p>City preference for internship placement (cannot guarantee but we will keep placement as close to your area as possible.)</p>	<p>Internship leads:</p>

*****Registration in the practicum or internship course is the responsibility of the student. The student must initiate internship activity by mid-term during the term prior to the term in which he/she intends to do the internship. If an internship has not been secured by “add/drop” in the term in which the internship course/experience is to be completed, the course must be dropped and an internship placement will not be pursued until the following term.**

What is the schedule of availability for the internship semester (need a minimum of 10 hours/week)?

Internship Coordinator Contact info: Matina Wagner

Email: mwagner@polk.edu

863.298.6897 ext. 5179

Office: WFA 147c or LTB 1148b

U.S. Mail: 999 Avenue H NE #5, Winter Haven, FL 33881-4299