

**Polk State College - Networks**  
**Business/Internship Vetting and Requirements Form**

Business: \_\_\_\_\_ Contact: \_\_\_\_\_

Contact info: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

Program Target(s): \_\_\_\_\_ Degree Target: AA / AS / BAS

Concentration: \_\_\_\_\_ Opportunity: Intern / New Hire

**Internship Compensation**

Internships must comply with the Department Of Labor Fair Labor Standards Act criteria for paid/unpaid internships. See [www.polk.edu/interns](http://www.polk.edu/interns) and [www.dol.org](http://www.dol.org) or the internship coordinator for details.

Compliance as a paid / unpaid opportunity confirmed: Yes / No If no, please explain:

**Type of Business**

Agri-business	Health Care	Media / Publishing
Accounting / Book-keeping	Hospitality / Tourism	Media / Web-based
Education	Legal / Government	Media / Video/Film Prod
Financial / Investment	Legal / Law Enf. / Judicial	Network Security/Systems-IT
Industrial / Manufacturing	Logistics/Supply Chain Mgmt.	On-line business/services
Information Technology	Marketing / Public Relations	Product/Service Sales
Insurance /Risk Mgmt.	Media / Advertising	Retail / Sales
Graphic Arts	Media/ Public Relations	Theater/Entertainment

Other: \_\_\_\_\_

**Skill Sets Required**

Skill	Proficiency level
MS Office Suite (Outlook, Word, Excel)	
MS Office Access/Publisher/Project	
Customer Service/Guest Relations	
Oral Communication/presentations	
Written Communication	
Marketing	
Accounting	
Spreadsheet/Database Skills	

Organization/efficiency/process management	
Execution/project management	
Creativity/problem solving	
Initiative/Accountability	
Other:	

**Technical Skills and Certifications** (please list)

Tasks/Skills/Responsibilities	Required	Preferred	N/A
Cabling			
Desktop set-up, maintenance and support			
Server administration:			
• Adding users			
• DHCP			
• DMS			
Web Services			
Routing and switching			
Back-up and recovery			
UPS maintenance			
Inventory Control			
HELP desk/customer support			
Application Support			
(please specify):			
Security			
Hardware maintenance			
Network Mapping			
Other:			

**Work environment, conditions, and equipment to be provided for intern:**

Assigned supervisor as industry expert: Y / N     If no, please explain:

Dedicated work space: Y / N     If no, please explain:

Required materials/tools/resources: Y / N     If no, please explain:

Safety equipment: Y / N     If no, please explain:

Computer equipment: Y / N     If no, please explain:

Direct phone/email: Y / N     If no, please explain:

Specialized equipment training: Y / N     Please elaborate:

Specialized business training: Y/N     Please elaborate:

Environment (all that apply): indoors / office / industrial / in the field / variable settings/environs

Physical requirements: walking / lifting / sitting / climbing / heat / cold / noise /

Other:

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**Selection/On-boarding requirements:**

Background check: Y / N      Please elaborate:

Drug/Substance screening: Y / N

Physical Screening: Y / N

Pre-Selection Assessment: Y / N      Please elaborate:

Employee Orientation: Y / N

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**Description of duties, projects, and responsibilities** (may attach a job or position description):

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**Desired schedule including number of hours and/or weeks for intern:**

Is scheduling flexible? Y / N

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**Employer/Internship Site Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

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