



Student Internship Application Form

The application process for prospective interns consists of the following:

1. Receive permission from faculty advisor.
2. Submit application to Career Resources Director and discuss options.
3. Submit 3 *learning objectives** and résumé by *deadline*** to Career Resources Director.
4. Forward cover letter, résumé, and 3 learning objectives to host organization; job description may already be available or it may be designed with organization at this point.
5. Interview with host organization.
6. Gain approval of host organization by Silver Lake College (SLC) and schedule 30 minute meeting to sign learning agreement.
7. Sign learning agreement and receive evaluation form.
8. Complete internship and submit evaluation to faculty advisor. (Copies will be forwarded to Career Resources Director and will be kept on file in the Career Resources Office if student needs a reference for work experience and performance.)

*Objectives are statements of what the student wishes to learn from the experience. Sample learning objectives are “I wish to experience first hand the day-to-day operations of a human resource department”, and “I hope to learn how to process the accounts receivables for a large manufacturing organization”.

**Deadlines when SLC locates site are July 15th for fall semester, December 1st for spring semester, April 15th for summer session. Deadlines do not apply for non-credit internships

Participation requirements for students:

- Student intern’s work may include work log, written report on experience including self-evaluation and supervising department special requirements.

Complete form on right and return to:

Teri Zuege– Halvorsen
 Director of Career Resources & Internships
 Career Resources Office
 Silver Lake College
 2406 S. Alverno Road
 Manitowoc, WI 54220
 Phone: 920-686-6199
 800-236-4752, Ext. 199
 Fax: 920-684-7082
 Email:
 thalvorsen@silver.sl.edu
 Website: www.sl.edu/Career/

 Name _____
 Date

 Semester You Plan To Complete Internship _____
 Year in College

 Mailing Address (during internship) _____
 Graduation Date

 Major _____
 Minor

 Home Phone (area code) _____
 E-mail Address

 Work Phone (area code) _____
Choose: Pass/fail or letter (A,B...) grade

 Mailbox # (if applicable) _____
Choose # of Credits: 3 through 12

 Can you name any organization(s) at which you may wish to intern?

 Do you know any employee working in the organization(s) you listed above?

 Would one of these employees assist us in setting up this internship?

Please ask your advisor to sign and date this form:

 Advisor’s signature / Date