

CEDC INTERNSHIP PROGRAM APPLICATION

Please complete before meeting with the CEDC Internship Coordinator

Internship Program Guidelines & Information

An internship is an extension of your college learning experience that takes place in an actual workplace. It is a learning experience for you and a training opportunity for the employer.

Benefits of an Internship:

- ✓ Having the opportunity to explore and evaluate career options allowing you to decide on a career path
- ✓ Gaining practical work experience and professional skills which increase marketability
- ✓ Serves as a strong resume builder
- ✓ Gaining an understanding of the world of work through direct experience to gain a competitive edge
- ✓ Earning academic credit for participation (if applicable)
- ✓ Networking with professionals and developing contacts for future job offers

Program Eligibility- Do you fulfill the requirements below?

- Are you a matriculated Lehman undergraduate or graduate student in good academic standing?
- Did you meet with your Career Counselor to approve your resume & upload finalized resume to Symplicity?

Program Goals & Objectives

The CEDC Internship Program provides assistance in researching, locating, and applying for internship opportunities through events, online resources, and directly connecting students with internship positions. Career coaching is provided in order for students to clarify their professional goals, implement learning objectives, and maximize their internship experience through individual appointments and attendance in workshops.

Utilizing the support services in the CEDC Internship Program will enable you to:

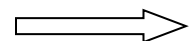
- Be more prepared for the internship experience
- Become a more effective self-directed learner
- Reflect upon your internship experience and apply learnings to your career path

Note: The CEDC Internship Program does not guarantee an internship placement

STUDENT INFORMATION

First Name:		Last Name:			Date:	
Address:						
City:		State:		Zip Code:		
Email Address:					EMPLID:	
Phone Numbers		Cell:			Home:	
Current Major:					Current GPA:	
Expected Graduation Date:					Number of Accumulated Credits:	
Class Standing		<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student <input type="checkbox"/> Alumnus				

CONTINUE ON SECOND PAGE (BACK OF APPLICATION)



INTERNSHIP & CAREER GOALS

Is this internship for credit?	<input type="checkbox"/> No <input type="checkbox"/> Yes If "Yes": Course Number: _____ Course Name: _____		
<i>To obtain credit for an internship, you must obtain permission to register from the academic department for the internship course for your major. You are responsible for: ensuring that you fulfill the pre-requisites for that course; have elective credit available (if internship is not required for major); ensure that the internship is approved by the Faculty advisor for internship credit; registering for the course and adhering by the Lehman College registration deadlines.</i>			
What kind of internship are you looking for?	Check one: <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> No Preference	Semester seeking to begin internship:	
	Check one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> No Preference		
Internship location and transportation information	What is your preferred internship location? Check all that apply: <input type="checkbox"/> No Preference <input type="checkbox"/> Bronx <input type="checkbox"/> Manhattan <input type="checkbox"/> Queens <input type="checkbox"/> Brooklyn <input type="checkbox"/> Staten Island <input type="checkbox"/> Yonkers		
	What is your usual mode of transportation? <input type="checkbox"/> Public Transportation (trains, bus, etc.) <input type="checkbox"/> Car <input type="checkbox"/> Both		
Career Goal Statement			
What kind of skills do you wish to develop in your internship?			
How do you envision this internship as beneficial in your academic and career goals?			

CEDC Internship Program Requirements:

- Complete an Internship Program Learning Agreement with your internship supervisor
- Complete a Student Internship Site Evaluation Form
- Meet with your internship supervisor to review your internship performance evaluation and submit to the Internship Coordinator
- Schedule a follow-up appointment with Internship Coordinator to further discuss your evaluation, career goals and include your internship experience in your resume

The information provided herein is accurate and I have read the above and agree to the terms by signing below.

Student Signature: _____

Date: _____