



Pre-Internship ~~Student~~ Questionnaire

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable experience and make key connections in the professional fields they are considering for career paths.

Internships are generally completed towards the end of a student matriculating at the college. Students completing internships are expected to maintain a professional attitude, appearance, and work ethic at all times. Interns must treat the internship ~~very~~ seriously, as you would with any other important career opportunity or class. Attendance, punctuality, and a professional attitude are musts. Students ~~must~~ begin preparing for their internships the semester before they enroll in the internship course. ***see pre-internship planning steps and deadlines handout .

About Internship Placements:

Internship placements are dependent on what opportunities are available as well as the experience and qualifications of each student. Students are not automatically placed in internship positions. All potential internship candidates have to receive approval from a faculty internship advisor in order to enroll in an internship course as well as authorization from the career services staff. Students will be required to apply for internship positions, it is therefore critical that students have an up to date resume and are ready to interview with potential internship host sites. You are urged to be flexible and explore the whole range of internship site possibilities. The staff will make reasonable efforts to help you secure an internship site. Nevertheless, the college is ~~not~~ able to guarantee your first choice but every effort will be made to place you in your preferred internship site location. ~~Should~~ you choose not to complete your internship at one of the sites offered ~~to~~ you by the college, you will be responsible for finding your own site.

The information you provide in this brief questionnaire will offer initial guidelines for the career services staff; placements will be explored but not arranged or finalized until ~~you~~ have officially been cleared by the career services staff and a faculty internship advisor.

- 1) What is your name?
- 2) What is your student ID?
- 3) What is your program of study/major?
- 4) Are you a first-year student? Yes, No
- 5) The internship Course requires you to complete 150 hours at your internship site during the semester. This normally ~~ends~~ up averaging to 15 hours a week and is similar to taking on a part time job. Does your schedule allow you to take on this additional responsibility? Yes, No, I am not sure
- 6) Please rate yourself in the following skill areas (1 poor, 5 excellent)

Ability to handle multiple projects and responsibilities in a timely manner

Ability to receive and accept feedback

Ability to use or learn new technology

Ability to identify problems and come up with effective solutions

Ability to listen to other people's ideas and share work responsibilities

7) Do you currently