

**RIO SALADO COMMUNITY COLLEGE
MKT 280/MGT 270 – MARKETING or MANAGEMENT INTERNSHIP
INTERN INFORMATION AND APPLICATION PACKET**

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APPLICATION DEADLINES:

Your completed application is due two weeks in advance of the first day of class of the start date for which you are applying. Start dates begin each Monday of the fall and spring semester. Summer start dates are available upon request.

An internship is a structured practical experience to which you apply all that you have learned throughout your course work at Rio Salado College. Additionally, an internship should further your knowledge and skill in an area that specifically relates to your current program of study and future career goals. Here are some suggestions on choosing a productive internship:

- Is this an area in which you see yourself working in the future?
- Will the supervisor provide training, guidance, evaluation and a final assessment?
- Is this an area in which you *have not* previously worked, although it may be related to your current job?
- Can you clearly see and state the benefits of this internship opportunity?
- Will the number of hours and work time comfortably fit into your class/personal schedule?
- Is your job clearly defined and is it challenging enough to keep you busy and learning?
- Is there potential for hire or advancement upon completion of your degree?
- Are there networking opportunities?
- Is a mentorship possible after the internship has ended?

A 3-semester-hour internship requires 240 clock hours of work (80 hours per credit). Internships can be arranged for 1, 2, or 3 credit hours per internship depending on work hours. You may use up to 6 internship credit hours toward approved degrees and certificates. An internship may be a paid or voluntary work arrangement. You may not have a mentor or supervisor that is a family member, friend, significant other, current Rio Salado College student, or someone with whom you have a relationship that may be seen as a conflict of interest

You must be a currently enrolled Rio Salado student with either freshman or sophomore status and at least a 2.0 GPA or above to be eligible for an internship. Further, the sponsoring organization must be willing to provide training and supervision throughout the semester and an in-depth evaluation at the conclusion of the internship. Rio Salado College will consider all complete internship applications, but approval is contingent on the student and the sponsoring organization meeting the criteria for an enriching career level experience.

To receive credit for the internship you must complete the following steps:

1. Submit a complete application, proposal and job description;
2. Receive approval from the Faculty Chair's office;
3. Register for the MKT 280 class after you receive the schedule line number from the Internship Program Coordinator;
4. Keep a time log of your work hours over the semester;
5. Maintain a timely online journal at the course web page or through the mail with the Internship Coordinator;
6. Complete a self-evaluation paper at the end of the internship;
7. Turn in an evaluation from your work supervisor at the conclusion of the internship.

**RIO SALADO COLLEGE
INTERNSHIP APPLICATION – MARKETING AND MANAGEMENT**

Instructions: Complete the application and proposal online, print out the finished form, sign and date it, get your work supervisor's signature, then turn it in to the Internship Coordinator's office for review. An internship must meet certain criteria for approval. This application can be used for the Marketing or the Management internship. **Keep a copy for your records.**

First Name, Middle, Last Name			Student I.D. Number		
For which semester are you seeking an internship?	Spring <input type="checkbox"/>	Summer I <input type="checkbox"/>	Summer II <input type="checkbox"/>	Fall <input type="checkbox"/>	Year
Campus e-mail			Off campus e-mail		
Current mailing address					
City		State		Zip code	
Home phone		Work phone		Cell phone	
Current employer, supervisor's name, address, phone				May we contact him/her? Yes <input type="checkbox"/> No <input type="checkbox"/>	
I have read all the materials provided and I understand my responsibilities as a Morrison School intern. I certify that all the information provided here is accurate to the best of my knowledge. I further agree to abide by the policies of the Morrison School internship program.					
Student Signature				Date	
For office use only		Schedule Line Number:		Date Approval E-mail Sent:	
Employer Approval and Signature: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Coordinator and Faculty Chair Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>				Date:	
Signature:					
Advisor Approval: Yes <input type="checkbox"/> No <input type="checkbox"/>				Date:	
Signature:					

Student Name:	I.D. No.
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Information about your internship employer:

Company Name:

Company Address:

Company Phone number:

Company Website:

Your Supervisor's Name:

Supervisor's Position / Title:

Address, if different than above:

Direct Telephone:

E-mail:

Is this your current employer, or a new employer? Current New

Internship beginning date Internship ending date

Supervisor's Signature _____

By signing you agree to train, supervise and evaluate this intern throughout the semester.

Is this a paid position? Yes No

If yes, what is your expected hourly wage?

How did you acquire this position?

Internship Office at Rio Salado

Rio Career Services

Rio Salado College Web Site

Family or Friend

Internet Research

Job Fair

Ad or Job Posting Where posted?

Other Describe

Student Name:	I.D. No.
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Please write a short job description, including major duties, or areas of responsibility:

Develop a list of 6 learning objectives with guidance from your employer. These will be related to your job description and target the specific knowledge and skill areas you intend to develop over a 135-hour internship (make them clear and measurable). *Keep a copy for yourself for later use.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Attach a short essay, less than 2 pages, discussing how this internship will benefit you. Demonstrate a clear connection between your current academic work, this internship opportunity and your future career goals.