

# Student Internship Form



Please complete and SIGN THIS FORM. Print Clearly. Return the form to the Career Services Office at the address or fax number below.

Student Name		Student ID #	
<input type="text"/>		<input type="text"/>	
Local Street Address		E-mail	
<input type="text"/>		<input type="text"/>	
City, State, Zip		Local Telephone #	
<input type="text"/>		<input type="text"/>	
Major	Graduating Semester and Year	Internship Semester and Year	
<input type="text"/>	<input type="text"/> Summer/ Fall/Spring <input type="text"/>	<input type="text"/> Summer/ Fall/Spring <input type="text"/>	<input type="text"/>

I wish to have the Career Services Office send a copy of my resume to prospective internship sponsoring employers WITHOUT NOTIFYING ME IN ADVANCE. I understand that the employer will contact me directly to arrange an interview if interested. YES:  NO:

### TRACKING & STATUS CHECKLIST:

- |  |  |
|--|--|
| <input type="checkbox"/> Seeking Internship          | <input type="checkbox"/> Resume Submitted                              |
| <input type="checkbox"/> Internship Position Secured | <input type="checkbox"/> Registered for Internship Course #295 or #495 |

Notes/Comments:

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Faculty Internship Advisor	Internship Company Supervisor
<input type="text"/>	<input type="text"/>
Internship Company	
<input type="text"/>	
Internship Company Location	Internship Position Description/Title
<input type="text"/>	<input type="text"/>

I understand that by signing and returning this form I will be registered with the Career Services Office for the current fiscal year, which ends June 30. It is my responsibility to actively seek internship placement from the job listings and other sources available. I agree to update Career Services on my internship search. When I am hired, I will notify the Career Services Office - Berks (610) 396-6019. I also agree to submit to the Career Services Office an **EMPLOYER/INTERNSHIP INFORMATION FORM** completed by my employer for statistical reporting purposes.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed and signed form to: Tish Jepsen – Coordinator of Career Services**  
Penn State Berks Career Services Office  
10 Perkins Student Center – Tulpehocken Road - P.O. Box 7009 Reading, PA 19610-6009  
Phone: (610) 396-6019 – Fax: (610) 396-6318 - Email: [paj7@psu.edu](mailto:paj7@psu.edu)  
*Penn State is committed to affirmative action, equal opportunity and diversity of its workforce.*  
*U.Ed. BKO 07-46*