



Internship Application



Please print clearly

An internship position offers you the opportunity to work in a skilled or professional level assignment in the area of your vocational or academic major. It is an opportunity for you to use the education and training you have and to develop additional career-related experience. To determine whether or not you are ready for an internship, please complete this questionnaire.

1. Have you declared a major? ☐ YES ☐ NO
2. Do you have a career goal? ☐ YES ☐ NO
3. Are you currently enrolled in classes in your major? ☐ YES ☐ NO
4. Have you taken classes related to your major? ☐ YES ☐ NO
5. Do you have a 2.5 GPA or above? ☐ YES ☐ NO
6. Are you a highly motivated, goal-oriented self-directed person? ☐ YES ☐ NO
7. Do you have 4-20 hours per week for at least one quarter to devote to an intern position? ☐ YES ☐ NO

IF MOST OF YOUR ANSWERS ARE YES, you are an internship candidate. Please complete this application and call extension 703 to schedule an interview with the Instructor. You must bring an unofficial copy of your transcripts and a resume to the interview. Apply and interview at least one month ahead of the quarter you are pursuing. IF MOST OF YOUR ANSWERS WERE NO, it's not the right time for you to participate in the Internship Program. We encourage you to set a career goal and take the appropriate classes.

QUARTER APPLYING: ☐ Fall ☐ Winter ☐ Spring ☐ Summer YEAR _____ DATE _____

Student's Last Name	First Name	Date of Birth
---------------------	------------	---------------

Student's Mailing Address	City	Zip	Phone
---------------------------	------	-----	-------

Student's Email Address

Emergency Contact	Phone	Relationship
-------------------	-------	--------------

I am interested in an Internship in the following career type: _____

I am interested in an Internship with (state your choices of Community Partner worksite in priority order—refer to opportunities document located online):

1. _____

2. _____

3. _____

I am interested in an Internship for the following quarter
(if the internship is not available for your first choice quarter,
please list an additional quarter you would be interested in
as well):

Quarter

Year

EEOC (for information purposes only) PLEASE CHECK ONE:

- ☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander
☐ African American ☐ Caucasian ☐ Hispanic
☐ Other

Are you a Veteran? ☐ YES ☐ NO

Are you a U.S. Citizen? ☐ YES ☐ NO

Are you currently enrolled in any of the following programs? Please check all that apply.

☐ Disabled Services ☐ EOPS ☐ Financial Aid ☐ VA ☐ Tutoring ☐ Athletics

EMPLOYMENT HISTORY: (Be sure to include details about any work or volunteer experience in your career field)

From / To	Company / Location	Job Title and Duties	PT / FT Temp	Salary	Reason for Leaving
1. _____					
2. _____					
3. _____					

What is your declared major at LTCC? _____ What is your current GPA? _____

Do you plan to transfer? ☐ YES ☐ NO If yes, what will your transfer major be? _____

To which college(s) are you planning to apply? _____

What is your long term career goal? _____

Please indicate the classes in which you are currently enrolled:

Class	Units	Class	Units
_____		_____	
_____		_____	
_____		_____	

Please indicate the classes you have taken or are currently taking which relate to your major and/or career goal.

Classes	School or Institution
_____	_____
_____	_____
_____	_____

If you are currently working, how many hours per week do you work and what is your work schedule?

Hours/Week _____ Work schedule (days & times) _____

Please indicate any extracurricular activities in which you are involved on a weekly basis and the days and times of those commitments:

Activity	Days/Time
_____	_____
_____	_____
_____	_____

Why do you want to be a student intern? _____

Are you willing to accept an internship if it does not offer any type of pay (most are non-paid)? ☐ YES ☐ NO

Is this your first quarter in the Internship Program? ☐ YES ☐ NO If no, how many Internship units (including Work Experience units) have you completed? _____

How did you hear about the Internship Program?

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> LTCC Schedule of Classes | <input type="checkbox"/> Friend | <input type="checkbox"/> Orientation |
| <input type="checkbox"/> LTCC Catalog | <input type="checkbox"/> Counselors | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Class Presentation | <input type="checkbox"/> Other (please specify) _____ | |

I certify that the above information is true. I understand that Lake Tahoe Community College may need to discuss my enrollment and provide information to employers involved with the Internship/Work experience program. I also understand that my employer(s) will report information about my performance to LTCC. By signing below, I authorize Lake Tahoe Community College and my employer to release this information.

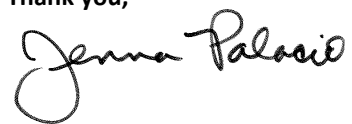
Student's signature

Date

Please attach a copy of your academic transcript(s) with this application. Some employers may ask for a current resume, do you have one ready? Please attach if so.

For more information and to make an appointment with instructor, Jenna Palacio, please contact the Work Experience and Internship Department at 530-541-4660 extension 703. You can also email the instructor at jspalacio@mail.ltcc.edu.

Thank you,



Jenna Palacio
Instructor, LTCC Internship & Work Experience Program
jspalacio@mail.ltcc.edu, 530.541.4660 ext. 294, fax: 530.541.7852

"Success comes from knowing that you did your best to become the best you are capable of becoming" --John Wooden

LTCC Internship Program

FOR CAREER EXPLORATION AND PREPARATION



WHY INTERNSHIP?

BUILD YOUR RESUME WITH ON-THE-JOB EXPERIENCE.

Every quarter, LTCC and our Community Partners offer a variety of Internship experiences to qualified students. Students can align their academic studies and gain valuable exposure to the career field in order to strengthen their resume and explore options. Internships are often on a voluntary basis and offer flexible hours. To participate, the student must enroll in a 1 academic unit minimum which equates to 40 volunteer hours.

PLUS NETWORKING.

Meet professionals, learn from mentors and build an applicable resume for job marketability. A successful Internship is based on the quality of learning and performance to measurable objectives.

GET HIRED!

A recent study conducted by the National Association of Colleges and Employers found that employers extended job offers to 70% of their interns. And surveys confirm that an Internship can help you to get the job quicker and with higher pay.

HOW TO APPLY- 3 EASY STEPS:

- 1) Complete the application.
- 2) Call ext. 703 or email workexp@ltcc.edu to schedule interview with Instructor
- 3) Bring official copy of your transcripts and resume



Get started soon. Internships can take up to a month to coordinate.

AN INTERNSHIP IS A PREREQUISITE TO A QUALITY JOB

According to a 2013 Marketplace Money survey, "the credential that really stands out on the resumes of recent college graduates is an internship."

THANK YOU TO OUR COMMUNITY PARTNERS!

"What a great student you have in Alejandro Garibay. Everyone that worked with him here really appreciated his professionalism and intelligence. He caught on immediately and did more than he was asked. We all wish him well in his pursuits and think he will make a wonderful police officer someday soon."

Community Partners are invited to email intern role descriptions to:
jspalacio@mail.ltcc.edu

QUICK PROGRAM STATS

From fall quarter 2010 thru 2013, 143 interns have been placed at partner worksites contributing 6,400+ volunteer hours and obtaining valuable hands-on career experience. Here's a breakout of participation by academic study:

• HEALTH	27%
• BUSINESS	20%
• CRIMINAL JUSTICE	10%
• ENVIRONMENTAL	10%
• FIRE/FOREST	08%
• EDUCATION	08%
• ADDICTION STUDIES	06%
• OTHER	11%

Many Interns say their experience is transformational...

"The Internship helped me decide what to do with my life"

Intern, Camille Bosen

LTCC Forestry student

"I'm watching my career dreams start to unfold already"

Intern, Abby Hoover

LTCC Business student

"The experience with my internship will play a big part in my career"

Intern, Jon Saganichne

LTCC Health student