Internship Application Form

DEPARTMENT OF INFORMATION STUDIES, COLLEGE OF COMPUTING AND INFORMATION
UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK

Applying for: [ ] One Internship Placement for 3 credits (150 hours) Semester:_____
OR
[ ] Two Internship Placements for 3 credits each (300 hours total)

Personal Information:

First Name		Last Name			
Email			Student ID		
Contact Address					
City		State		Zip	
Home Phone		Work Phone			

Educational Background:

BA/BS Major			
Previous graduate degree and subject (other than MLS or MSIS)			
Current Program of Study			
Semester Admitted		When do you expect to graduate?	

Your Internship Placement Preferences:

What geographic area do you prefer? [ ] Capital District (Albany, Schenectady, Troy)
[ ] Other:

Check here if financial aid or assistantships depend on early registration for courses. [ ]

Do you have a car? [ ] Yes [ ] No

Please mark with 1, 2, or 3 your first, second & third choice for the type of library or information center you prefer to be placed in:

_____Public _____Academic _____Business
_____Law/Medical _____Archives/Records _____Science
_____Elementary School _____Middle/High School _____Government

Please mark with 1, 2, or 3 your first, second & third choice for your areas of interest:
_____Reference _____Cataloging/Tech Svcs. _____Systems/Technology
_____Acquisitions _____Other

(Internship Application Continued) Student Name

You may suggest an internship site. Please provide the contact information below.

Internship Site	Contact Person	Phone # and/or Email

You must have 24 credits completed before the start of the internship semester. Please verify this by listing the courses you have completed. Also, list the courses you will be taking concurrently with your internship.

Course Name	Course Number	Semester	Grade
Courses completed before internship			
Courses concurrent with internship			

Please print this application, sign, ask your faculty advisor to review and sign, attach your resume, and submit to the Internship Coordinator, Department of Information Studies, Draper 113, 135 Western Avenue, Albany, NY 12222.

Student Signature: _____

Faculty Advisor's Suggestions/Signature: