

Step 2 – The Intent to Perform Internship Form

Southern New Hampshire University requires you to fill out an Intent to Perform Internship form (included below) prior to the semester you intend to complete your internship. This form helps us better understand what you are looking for in an internship and can help us assist you in finding opportunities that match your personal and professional interests. See the Student and Faculty Guide to Internships (<http://www.snhu.edu/1096.asp>) for eligibility requirements to perform an internship (also see Step 8 in this seminar).

The Intent to Perform Internship has early deadline dates for submission. These early deadlines serve as a catalyst to encourage you to begin the search process for an internship. **All too often, prospective interns wait until the last minute to begin searching for an internship only to find that deadline dates set by companies and organizations have passed or that internships they were hoping to secure are full.**

The Intent to Perform Internship form must be completed and submitted **with a resume** to the Career Development Center by 4:00 p.m. on the deadline dates listed below:

- **Spring Semester Internship Application – Due October 5th**
- **Summer and Fall Internship Applications – Due March 5th**

The Intent to Perform Internship form is included on the next two pages. You should print this out for your use at the appropriate time or you can refer to the forms section of the Student and Faculty Guide to Internships (<http://www.snhu.edu/1096.asp>).

Worksheet #2 has also been included to help you identify and articulate your learning goals and objectives.

Intent to Perform Internship Southern New Hampshire University

A resume must accompany this form



For assistance, contact the Career Development Center in Exeter Hall at (603) 645-9630
or by e-mail: careerdevelopment@snhu.edu.

Personal Information

Last name _____ First name _____ M.I. _____

Address _____

City _____ State _____ Zip _____ Phone (____) _____

Campus box # (if applicable) _____ Email address _____

Citizenship status (check one): US Citizen Permanent Resident Student Visa

Academic Information

Anticipated date of graduation: Month _____ 20____

Major _____ Minor (if any) _____

Please circle one: *Undergraduate Day* *CE* *On-line*

Academic Advisor _____ Cumulative GPA _____ Previous semester GPA _____

Pre-Internship Seminar: Completed (date) _____ Not completed

Internship course number _____ Number of credits requested: 3 6

Placement Information

General type of position desired: _____

On the reverse side of this sheet, please expand on what type of experience you want.

Term for participation: Fall 20____ Spring 20____ Summer 20____

Weekly time commitment: _____ Total hours able to work (semester): _____

Expectation of compensation: Unnecessary Preferred Mandatory

Do you have a definite contact for your internship? Yes (name) _____ No

Supplemental Information to Consider Prior to Internship

- Yes No Do you have your own car?
- Yes No Do you intend to hold another job (work-study, part-time) during the internship assignment?
- Yes No Do you intend to participate in varsity sports during the internship assignment?
- Yes No Are you able to comply with regular attendance expectations as well as meet any other reasonable expectations of the internship site?

Agreement

I understand that this internship is offered by Southern New Hampshire University as a curriculum option and is thereby taken for academic credit, requiring my completing academic assignments and **paying tuition for credits** earned. If I have a disability or limitation, I agree to release to the internship site any necessary information that would enable the internship site to provide reasonable accommodation for my participation in an internship experience. I certify that I personally have completed this application and that the information I am providing is complete, accurate and given in good faith.

Signature _____ Date _____

Intent to Perform Internship

Explanation of Position/Experience Desired

Comment briefly on the type of experience you prefer (e.g. your expectations, type of organization and/or industry, type of work you prefer to do, and geographic location preference):

Learning Objectives

Comment briefly on what you most want to learn from this experience. What new knowledge and/or skills do you wish to obtain?

Please return this application to the Career Development Center by **October 5th for a Spring Internship** and **March 5th for Summer and Fall Internships.**

Career Development Center- Exeter Hall #59 - 2500 North River Road - Manchester, NH 03106
Phone: (603) 645-9630 • Fax: (603) 645-9718 • E-mail: careerdevelopment@snhu.edu
Website: <http://www.snhu.edu/597.asp>

Worksheet #2: Internship Learning Objectives Worksheet

Select three to six from the following list that would most benefit yourself and further your own career goals. Review these with your faculty advisor and revise if needed. Retype and submit to your faculty advisor for review.

Professional Behavior/Industrial Knowledge Base

1. To improve my understanding of the _____ industry.
2. To increase my working knowledge of computers and computing as currently utilized in the _____ industry.
3. To further my understanding of, and familiarity with, _____, as currently practiced within the _____ industry.
4. To further my understanding of the common business functions such as sales, marketing, human resources, management, customer service, accounting and production.
5. To improve my understanding of general employer expectations with respect to professional behavior so that I can feel more confident in pursuing my career goals.

Communications Skills

6. To improve my communication skills—speaking, writing and interpersonal—as currently practiced and expected in a business organization.
7. To gain a better understanding of interpersonal communication in an organization so that I can feel more comfortable in work situations and more confident socially.
8. To improve my spoken and written English skills.
9. To improve my telephone, sales and customer service skills.
10. To practice my selling and customer service skills so that I feel more confident and competent to work directly with customers/clients.

Computing Skills

11. To improve my understanding of, and familiarity with, _____ software as it is currently utilized in the _____ industry.
12. To increase my working knowledge of _____ software as it is currently utilized in the _____ industry.
13. To further my understanding of the uses of _____ software.
14. To increase my exposure to, and familiarity with, networking as it is currently practiced in the _____ industry. (database administration, CAD, etc.)
15. To achieve _____ certification in _____ software by the end of my internship.

Specific Skill-Building

16. To improve my skills and experience in _____.
17. To further my competency in _____.
18. To achieve mastery in the areas of _____.
19. To achieve a score of at least _____ in the examination for _____.
20. To improve my confidence and competency in _____.

Project-Related Objectives

21. To complete a draft of _____ to submit to my advisor by the end of my internship.
(employee handbook, customer survey, competitors survey, feasibility study, market analysis, customer satisfaction survey, focus group interviews, literature review, etc.)
22. To prepare and deliver to my advisor and selected staff a presentation of my project by the end of the semester. (marketing plan, advertising plan, business plan, research study, literature review, etc.)
23. To provide my advisor by the end of my internship with a prototype database that satisfies the minimum operating requirements described by my advisor. (inventory control system, emergency procedures handbook, client satisfaction survey, etc.)
24. To create a brochure for my advisor that I can add to my professional portfolio. (videotape, publication, computerized structure, sample of office documents, formal proposal, etc.)
25. To create a _____ that is actually utilized by my advisor and continues to provide value to my advisor after I have completed my internship.

Employability-Enhancing Issues

26. To gain a job reference I can count upon to vouch for my performance as a _____.
27. To gain a job reference I can count upon to vouch for my performance within the _____ industry.
28. To gain experience within the _____ industry that I can add to my resume.
29. To gain experience and a reference with the _____ organization.
30. To enhance my employability as a _____.

List your selected learning objectives here: Do not be afraid to revise or reword so the objective feels more comfortable and more relevant to your ultimate career goals! Or draft your own original objectives -as long as they are at least as specific and reachable as these. Tip - If you write these in pencil, they will be easier to revise and reword.

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

Take this draft to your faculty advisor to be reviewed before adding to your Internship Learning Contract!