



BUSINESS PARTNER REQUEST FOR INTERN

St. Johns River State College Student Internship Program

Thank you for your interest, support, and partnership with SJR State by offering an internship opportunity for our students. The Internship Site Supervisor will provide informative, and in some cases, transformational experiences and guidance that will help the student reach his or her career goals. Please provide the information below to enable us to place an intern who meets your position requirements.

Organization's (Site's) Name: _____

Address: _____

City, State, Zip: _____

Internship Site Supervisor's Name: _____

Internship Site Supervisor's Title: _____

Internship Site Supervisor's Email: _____ Phone No.: _____

Type of Business: Business Health Care Criminal Justice Computers

Semester of Internship: Fall (Aug.-Dec.) Spring (Jan.-May) Summer (June-Aug.)

Desired Skill Sets: _____

Required Competencies: _____

List Specific Duties or Projects Assigned to Intern: _____

Work Schedule (Days of Week, Hours per Day): _____

A resume, cover letter, and in-person interview are recommended for the intern selection process. The selection process should resemble your company's process for hiring regular employees. The success of the internship depends on a good match between the company and the intern. For additional information about internships, please review [SJR State's Business Partner Internship Handbook](#).

If you have any questions regarding this form, establishing an internship program at your business, or about SJR State College, please visit our web site at XXXXXXXXXX or contact:

Dr. Karen Balcanoff
Director of Student Support and Baccalaureate Admissions
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