

CIVIL ENGINEERING INTERNSHIP APPLICATION FORM

Name (Last, First, Middle):		Tech ID:	
Email Address:		Cell Number:	
Pre-Internship Required Documents	Reviewed	Approved	
Faculty Reference Permission Sheet (with the following 4 attachments):			
1. Letter of Introduction in BUSINESS LETTER FORMAT			
2. Resumé			
3. Unofficial Transcript			
4. Approved/Returned Graduation Application			
Personal & Career Goals (long & short term)			
List of Learning Activities with PERCENTAGES and JOB DESCRIPTION			
Employer Acceptance Letter with JOB DESCRIPTION			
OFFICE USE ONLY			
NOTES:			
INTERNSHIP SEMESTER: _____ YEAR: _____ # OF CREDITS: _____			
	Date	Initials	
Permission to register granted			
Permission to register entered			
Employer's Evaluation Sent			
Employer's Evaluation Received			
Final Report Received			
Change of Grade completed for 497-01			
Change of Grade completed for 497-02			
Graduation Semester and Year			



Mechanical and Civil Engineering Department

FACULTY REFERENCE PERMISSION SHEET

Attach this cover sheet to these documents in this order:

1. Letter of Introduction
2. Resume
3. Transcript
4. Graduation Application

By signing below, I give MSU, Mankato faculty members permission to give reference information to employers who request it.

Printed name: _____ Tech. I.D.: _____

Signature: _____ Date: _____

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Name:

Date:

PERSONAL GOALS

Short Term

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

Long Term

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

CAREER GOALS

Short Term

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

Long Term

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

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INTERNSHIP LEARNING ACTIVITIES

Name: _____ Date: _____

Internship Company: _____

Attach your JOB DESCRIPTION to this document.

The Learning Activities are taken directly from the Job Description provided by your Internship employer:

Learning Activities	Percentage of Time
1.	%
2.	%
3.	%
4.	%
5.	%
6.	%
7.	%
8.	%
9.	%
10.	%
TOTAL	100%

Note: Insert or delete rows as needed. Total percentages MUST equal 100%.

Attach your JOB DESCRIPTION to this document.