

**CONSTRUCTION MANAGEMENT INTERNSHIP APPLICATION FORM**

Name (Last, First, Middle):		Tech ID:	
Email (non-MSU):		Cell Number:	
Attended Internship Orientation: SEMESTER: _____ YEAR: _____ Bulletin: _____			
Pre-Internship Required Documents		Reviewed	Approved
1. Faculty Reference Permission Sheet			
2. Business Letter of Introduction to internship coordinator			
3. Resumé			
4. Unofficial Transcript <b>AND</b> DARS Report			
5. Graduation Application			
6. Personal & Career Goals (long & short term)			
<b>7. MEET WITH INTERNSHIP COORDINATOR &amp; REVIEW ITEMS 1-6 ABOVE.</b>			
8. Employer Acceptance Letter			
9. Job Description with specific job duties listed			
10. List of Learning Activities (job duties) with PERCENTAGES			
OFFICE USE ONLY			
<b>NOTES:</b>			
INTERNSHIP SEMESTER: _____ YEAR: _____ # OF CREDITS: _____			
PERMISSION TO REGISTER FOR INTERNSHIP GRANTED: YES NO			
		Date	Initials
Permission to Register Entered			
New Intern Email Sent (with attachments)			
Employer's Evaluation Sent			
Employer's Evaluation Received			
E-folio Received			
Change of Grade Completed for 497-01			
Change of Grade Completed for 497-02			
Graduation Semester and Year			