

## INTERNSHIP PROGRAM COMPANY PREFERENCE FORM

Student Name		College	
Student ID		Major	
Nationality		E-mail	
Total Earned Hours		Mobile Number	
Total Registered Hours		Internship Semester	
Cummulative GPA			

Student Signature:		Date:	
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First Choice	
Second Choice	
Third Choice	

**With my signature, I understand that:**

- The above provided information is correct.
- The choices I have selected may be fulfilled depending on the availability and according to the CAREER SERVICES DEPARTMENT guidelines for assigning students which considers the GPA as well as the company requirement.
- Once I have been assigned to one company from my preference list above I will not be able to request another or make any change.

Student Signature:		Date:	
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Career Services Officer Approval:
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Supervisor Name	
Supervisor Signature	
Date	

## Internship Program Procedures

- *The student visits the Career Services for the internship Request Form one semester ahead of the internship semester.*
- *The Career Services agent secures verification and approvals needed.*
- *The Career Services Department processes the request and informs both the students and their colleges about the internship details two (2) weeks prior to the end of the semester.*
- *The internship is not considered complete unless the internship evaluation is completed, signed and stamped by the employer.*
- *Once the student places an application for internship, she/ he commits to take the internship that same semester.*

### ***During the Internship:***

- *Students are advised to be punctual and show professional behavior during their internship, in a way that reflects a professional image about PMU.*
- *Students should follow the Attendance Policies and Procedures of the training company as absences may lead to course withdrawal.*
- *Students should understand work Ethics, follow the protocols of professional meetings (e.g: not showing up in the meetings, late, carrying the Media Player devices with headsets on, wearing sunglasses during the meetings, ... etc)*