



## INTERNSHIP PROGRAM APPLICATION FORM

*Kindly fill all fields below clearly and sign this form before you submit it to the Career Services Coordinator*

Student Name		College	
Student ID		Major	
Nationality		E-mail	
Total Earned Hours		Phone	
Total Registered Hours		Internship Semester	
Cumulative GPA			

Student Signature		Date	
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Note:

*Registrar's Office, please check the appropriate box for each condition below and comment in the space provided:*

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <b>NO</b>                | <b>YES</b>               |   |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Student is currently enrolled at PMU</i>                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Student was enrolled in the previous semester</i>                |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Student has completed successfully 90 credit hours and above</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Student is in good academic standing</i>                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Student finished all college requirements (College Core)</i>     |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>Student finished ASSE I &amp; II (COB Students)</i>              |

Registrar's Office Signature	
<i>The Registrar Office confirms the information above.</i>	
Registration Officer Name	
Registration Officer Signature	
Date	

Career Services Coordinator	
Signature	
Date	

Note:

- Students may be registered for the internship course along with other courses. However PMU is not responsible for any scheduling conflict nor logistics.
- This form is only an application form for the internship and cannot be considered as a registration for the internship course. Students must register for the internship course through Banner after getting the approval.
- Students should be committed to the time period and place of the internship requested on this form unless changes made for severe circumstances, beyond the student's control and at the discretion of the Dean of Student Affairs or his designee.

Dean's Office/ Designee		
Comments		
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	Name of Dean / Designee	
	Signature	
	Date	

Company accomodated for internship	
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Division of Student Affairs		
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	Name	
	Signature	
	Date	



## 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:

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)*