

When complete, please mail or fax this form to
Robert Benard.



Information Technology Externship

Employer Application for an Extern

General Information

Name: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Website: _____

Please provide a brief description of your company: _____

Position Information

Position start date: _____ Position end date: _____

Expected number of hours needed per student (minimum of 50 each semester): _____

Expected number of students needed: _____

Expected schedule (Mon-Fri, weekends, evenings, afternoons, etc.): _____

What skills are required for the position? (*check all that apply*)

Computer Repair Customer Service End User Support

Web Development Computer Programming Networking

Training Database Security

Other: _____

Please provide a brief description of the position and responsibilities which you are looking to fill:

Is this position a paid position? _____

About the supervisor

What is the highest level of education received? _____

What are areas of expertise? (enter number of years in each box that applies)

[] Computer Repair [] Customer Service [] End User Support

[] Web Development [] Computer Programming [] Networking

[] Training [] Database [] Security

[] Other: _____

Please provide a brief description of your position: _____

Employer Signature: _____ Date: _____

Thank you for your interest in our externship program.

If you have any questions, please contact:

Robert Benard
Information Technology Faculty & Programs Coordinator
Phone: (810) 762-0095 Fax: (810) 232-2676
Email: Robert.Benard@mcc.edu
Address: 1401 East Court Street
Flint, MI 48506

This form is to determine if there is a good match between an employer and a Mott Community College student for an academic/work experience. This is not a guarantee that a student will be placed within your business. By signing this form, you agree that if a student is placed (after you interview them and determine if they are a good fit), you will provide a learning environment for students as detailed in the position information category. Bi-weekly evaluations/time journals will be required to be completed to track academic progress.