

Information Technology Externship

Application Packet

Student Name: _____ Student ID Number: _____

The following items must be included in their entirety by the student applying for an externship. Please check off each item and use this form as the coversheet for your application. Failure to meet the requirements will result in not being considered for a position.

- Application packet cover sheet completed (this form).
- Application for externship opportunities.
- Unofficial transcript highlighting computer courses. *12 credit in IT hours must be completed to qualify for externship position.*
- Officially declared degree program indicated on unofficial transcript. *Student must be declared in an IT degree program to qualify for externship position.*
- Cover letter tailor fit for the position you are applying to.
- Resume.

All application materials must be submitted as a single packet by the application due date. Failure to submit by the due date will result in not being considered for a position.

To submit your application packet, email as a single PDF file to Robert.Benard@mcc.edu with the subject line indicating Externship Application - Your Name.

Information Technology Externship

Application for Externship Opportunities

General Information

Name: _____ Student ID: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Academic/Skill Information

What computer skills do you possess?

(check all that apply an circle level of expertise 1 being mastery level, 3 being novice)

Computer Repair (1 2 3) Customer Service (1 2 3) End User Support (1 2 3)

Web Development (1 2 3) Computer Programming (1 2 3) Networking (1 2 3)

Training (1 2 3) Database (1 2 3) Security (1 2 3)

Other: _____

What degree/certificate program are you in? *(check all that apply)*

Computer Occupations Technology (A.A.S.) Computer Information Systems (A.A.S.)

Computer Networking & Cyber Security (A.A.S.) Network Technology (*certificate*)

Computer Programming (*certificate*) Computer Science (*certificate*)

Web Development (*certificate*)

Computer Support Services and Help Desk (*certificate*)

Detail any work/volunteer experience that you have to prepare you for an IT position:

Placement Information

What type of position are you interested in? _____

What type of position are you interested in upon completion of your studies? _____

What kind of availability do you have (enter hours for each day)?

<input type="checkbox"/>	Monday
<input type="checkbox"/>	Tuesday
<input type="checkbox"/>	Wednesday
<input type="checkbox"/>	Thursday
<input type="checkbox"/>	Friday
<input type="checkbox"/>	Saturday
<input type="checkbox"/>	Sunday

How many hours per week are you willing to work? _____

When can you start? _____

Additional Information

Is there any additional information you would like to share? _____

Student 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 of placement. If a position presents itself that matches your skills, you will be contacted by the Information Technology coordinator.