



SUNY Orange
Office of Career & Internship Services

ATTENTION: _____
COMPANY: _____
FAX #: _____
Phone #: _____

RE: INTERNSHIP PROGRAM

of pages: _____

We are pleased to offer you this information regarding the Internship Program at Orange County Community College. **IF YOU WOULD LIKE TO OFFER AN INTERNSHIP**, please fill out the information on the following page and return to OCCC, Office of Career & Internship Services, 115 South Street, Middletown, NY 10940 or you may **FAX** it to (845) 341-4447. If you have any other questions or concerns, please call us at (845) 341-4444.

WHAT IS AN INTERNSHIP?

Internships are typically one-time educational work experiences of fixed duration related to a student's major, or career goal. Internships provide students the opportunity to build upon, apply, and assess the concepts that are developed through the school's curriculum and to further their professional growth through meaningful "real-world" work experiences.

Colleges partner with the business community to offer students the opportunity to "try out" their major in the workplace. A meaningful internship is one that provides the students with the practical application of their college studies.

WHAT ARE THE BENEFITS FOR OFFERING INTERNSHIPS?

- Create a candidate pool for permanent employees
- Students provide new ideas and new viewpoints
- Prepare and train the region's workforce
- Help employers meet the cyclical, project, or short-term needs without long term commitment
- Highly motivated employees who can put educational knowledge to work
- Assist the college in strengthening and enhancing departmental curricula in order to produce qualified workers in the future

WHAT MAKES A SUCCESSFUL INTERNSHIP?

Students, as well as the organization, benefit most from a well-planned internship; one that offers the student the opportunity to perform meaningful work, while providing them with a learning experience. A work assignment that allows the student to complete a special project can be of great value to the organization and provides the student with information to include in their professional portfolio. Students benefit from being assigned to a field supervisor who is able to guide and mentor them, who can oversee their work assignment, and agrees to complete student progress reports. The student will also participate in a weekly seminar, or individual meeting with their internship advisor, where they have the opportunity to discuss relevant work issues.



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INTERNSHIP REQUEST FORM

Company

Name: _____

Contact

Person: _____

Address _____ Website: _____

Telephone: () _____ Fax: () _____

E-Mail: _____

Type of Business (briefly describe):

INTERNSHIP DESCRIPTION

Internship Title: _____ Paid Internship: [☐]Yes [☐]No

Job Description: _____ Amount: \$ _____ or Salary Range: _____

Qualifications & Skill Requirements:

Educational Benefits:

Internship
Start Date:_____

Internship
End Date:_____

Dates Flexible?

of hours per week::_____

Special Remarks: