

Intern Request Form

Please place a check mark next to internship program(s) of interest:

Mercy Works, Inc./SYNERGY Program at Upstate _____
H.S. Seniors College bound and Undergraduate College Students: From June – August (7 weeks). Deadline: Tuesday, 1/17/12

Presidential Scholars Program _____
College Seniors graduating Spring 2012 who are graduate school bound and current Graduate School Students: From May – August (8 – 10 weeks). Deadline: Tuesday, 1/17/12

Hillside Work Scholarship Connection _____
High school juniors and seniors. Program operates throughout the academic year – Sept - Jun. No Deadline.

Department: _____ Location: _____

Internship Supervisor: _____ Phone: _____

% of Time	Job Description (Please attach additional pages if necessary)

Skills, Abilities, and/or Operational Needs: (such as “heavy lifting”, “medical terminology”, etc.) : Other examples include:

1. Excellent oral and written communication skills.
2. Computer literate with ability to research and navigate regulatory websites.
3. Ability to respect and maintain confidential information and sensitive data.
4. Self motivated, detail oriented and highly organized skills.
5. Proficiency in MS Word and Excel.

Departmental Authorization

_____ Date _____

Administrator/Project Director

Please fax , email or inter-office form to the Office of Diversity & Inclusion, 711 Jacobsen Hall. Fax: 464-5232. Email: ODI@upstate.edu. Thank you.