

ACE STUDENT INTERNSHIP INTEREST FORM

Date of This Internship/Job Shadow Request: _____
MM/DD/YR

1. Name: _____

2. School: _____

3. Year: Junior Senior

4. Type of Internship: Unpaid Job Shadow
 Unpaid Internship
 Paid Internship

5. Desired Discipline: Architecture
 Construction
 Engineering
 Trade _____
(e.g. Carpenter, Electrician, etc.)
 Other _____
(e.g. Marketing, Finance, etc.)

6. Is an internship or job shadow part of your required educational curriculum?
 Yes No

7. A formal interview may be required by the participating sponsor firm. Is an interview a required element of your school's hiring process?
 Yes No

8. If your interest is a job shadow, is it a one (1) day or multiple day shadow?

MM/DD/YR

9. If your interest is an internship, what is the date range?
_____ to _____
MM/DD/YR MM/DD/YR

10. Days of week, hours of internship:

(e.g. Mondays and Wednesdays 8:00 a.m. to 2:00 p.m.)

11. Is a performance evaluation required by the sponsor firm upon completion of the internship?
 Yes No

12. Interns must make their own travel arrangements. Do you have transportation available?
 Yes No

If not, is it necessary that sponsor firm be located on RIPTA bus route?
 Yes No

13. Is there a particular sponsor firm(s) that you would like to request?*

Yes No

If so, please list them below: 1st Choice: _____
2nd Choice: _____
3rd Choice: _____

14. Are there any specific goals or missions of the internship that the sponsor firm should be aware of?
 Yes No

If so, please list them below: _____

13. Any additional requirements or comments? _____

14. Provide contact information: Student Name: _____
Phone: _____
Email: _____

**Guidance Counselor: _____
Phone: _____
Email: _____

**Parent/Guardian Signature: _____

* Subject to availability

** Indicates Required Field

Note: Please allow a minimum of three (3) weeks for initial processing. Submission of an internship interest form does not guarantee placement with a sponsor firm.

DO NOT WRITE BELOW THIS LINE

FOR OFFICE USE ONLY

Applicant Name: _____

Internship Sponsor Firm: _____

Sponsor Supervisor: _____

Internship Type: Unpaid Job Shadow
 Unpaid Internship
 Paid Internship

Date Range: _____ to _____
MM/DD/YR MM/DD/YR

Days of week, hours of internship: _____

Comments: _____
