

## **IMPORTANT!!! PLEASE READ!!!**

### **IF THE FOLLOWING LISTED ITEMS ARE NOT INCLUDED YOUR APPLICATION WILL NOT BE APPROVED!**

- IF YOU NEED HELP FINDING AN INTERNSHIP, OR HAVE ANY QUESTIONS, PLEASE **CONTACT LISANNE MCNEW** AT 262-4700 OR EMAIL: [lmcnew@uccs.edu](mailto:lmcnew@uccs.edu)
- CHECK TO MAKE SURE YOU'VE TAKEN THE FOLLOWING COURSES **AND** EARNED AN ADEQUATE GRADE TO APPLY FOR INTERNSHIP: **ENGL 131, ECON 101 & 102, MATH 112, ACCT 201 & 202, QUAN 201 & 202, BUAD 300**
- YOUR APPLICATION **MUST** BE TYPED – WE WILL NOT ACCEPT HANDWRITTEN APPLICATIONS!
- PLEASE HAVE YOUR **RESUME APPROVED BY THE CAREER CENTER**, LOCATED IN MAIN HALL ROOM 201 – OMITTING THIS STEP WILL RESULT IN HAVING YOUR APPLICATION DENIED.
- **JOB DESCRIPTIONS MUST BE ON A FORMAL COMPANY LETTERHEAD FROM YOUR RESPECTIVE INTERNSHIP** – DO NOT TYPE ONE UP YOURSELF
- **ALL NECESSARY SIGNATURES MUST BE INCLUDED** – THIS INCLUDES: YOU, YOUR EMPLOYER/SUPERVISOR
- **ONLY COMPLETED PACKETS WILL BE ACCEPTED!** ANY ITEMS MISSING WILL RESULT IN A DENIED APPLICATION