Thank you for your interest in the Morrisville State College Norwich Campus internship program. Students at the Norwich Campus have the opportunity to complete internships in three academic areas – business, office technology, and human services – for one, two, or three credits (45 intern hours = 1 credit). Students must have completed at least 12 credit hours and earned a cumulative GPA of 2.75 or above to be eligible for the internship program.

If you are interested in sponsoring a Morrisville State College intern, please fill out the information below. This form will be filed in the internship office, and internship descriptions will be posted for Norwich Campus students to view. Students who are interested in an internship at your organization are instructed to contact you directly to express their interest, submit a resume, and ask for an interview.

If you have questions or concerns about the internship program, please contact Morrisville State College’s Norwich Campus at 607-334-5144.

Organization: _______________________________________________________________

Contact person and title: _______________________________________________________

Address: __________________________________________________________

Phone: ________________________________ Fax: ________________________________

E-Mail address: ______________________________________________________________

Web address: ______________________________________________________________

Brief description of organization (i.e. what population(s) served? what service(s) provided?):
_________________________________________________________________________
_________________________________________________________________________

What type of internship would your organization like to sponsor? Please circle all that apply.

Business / Office Technology / Human Services / Other:__________________________

What hours would you like a student to be available? (days/times):

_________________________________________________________________________

Can your organization accommodate students who need to complete field placements on the weekends or evenings?

☐ Yes ☐ No
Does a student need a car or need to drive to complete responsibilities at your organization?
☐ Yes ☐ No

Is your organization accessible by public transportation?
☐ Yes ☐ No

Approximate driving time to your organization from the Norwich Campus: ___________

Does your organization offer paid internships?
☐ Yes ☐ No

Are there additional requirements students need to complete prior to interning at your organization (i.e. vaccinations, TB screening etc, abuse registry screenings)?
__________________________________________________________
__________________________________________________________

Is there anything else you would like students to know about your organization (special projects you would like a student to work on, special programs, etc.)?
__________________________________________________________
__________________________________________________________

If you have an internship description, please attach it to this form.

Please review the following guidelines for internship supervisors, sign, and return to the address below:

I value the educational process for diverse students and in this light agree to:
  • assign students meaningful tasks that contribute to their academic and career-related growth.
  • provide students with a minimum of one half hour of individual supervision per week.
  • provide ongoing feedback to students and address performance issues with both students and the Internship Coordinator at scheduled times during the semester.
  • participate in the student and program evaluation process.

Signed: ____________________________________________ Date: _____________

Please return to:
Nancy Heiss
Morrisville State College Norwich Campus Phone: 607-334-5144
20 Conkey Avenue Fax: 607-336-2512
Norwich, NY 13815 E-mail: heissne@morrisville.edu