Internship Checklist: Student Applicants

_____ Step 1
Pre-Application (Make sure you have your advisor sign this form before you go any further in the application process)

_____ Step 2
[ ] Screening Interview Form [ ] Application (Undergraduate/ Graduate)
[ ] Statistical Data Form [ ] Student Agreement Form
[ ] Amendment Agreement Form [ ] Narrative Statement (GRADUATE ONLY)
[ ] Professional Resume Official Transcript (Please order this through the Registrar’s office)
[ ] 2 Passport Photos (These are available at the Bearkat One office on campus)

_____ Step 3
Scan and email all paperwork to mae026@shsu.edu or cjinternship@shsu.edu
This paperwork may also be dropped off in person to Melissa Hicks in the CJC, room C231.

_____ Step 4
Make an appointment with our Internship Director, Greg Fremin, in Campus Connect (Please make this appointment only AFTER you have received an email directing you to do so)

_____ Step 5
Register for the course(s) (The course info will come to you in an email AFTER you have met with the Internship Director.)

_____ Step 6
Start your placement search!

If you have any questions, or need assistance in any way, please do not hesitate to reach out to our office cjinternship@shsu.edu

Assistant to the Director: Melissa Hicks, mae026@shsu.edu, 936.294.4735, CJC C231
Internship Director: Professor Greg Fremin, gxf014@shsu.edu, 936.294.1896, CJC 218