

# INTERNSHIP SPONSOR REGISTRATION FORM

Please complete a separate form (front and back) for each internship position that you may offer. The position will be posted for future semesters unless you notify us.

Fax or mail your forms to:  
**Anne McMunn Landon**  
**Coordinator of Internships**  
**Institute for Management Studies**  
**Lycoming College, Box 11**  
**Williamsport, PA 17701**  
**570-321-4257 FAX: 570-321-4161**

## PRIMARY CONTACT PERSON

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## INTERN SUPERVISOR

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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What other persons in your organization or other companies do you suggest we contact about possible internships? Please give contact information and department names if possible.

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We would greatly appreciate your giving us permission to use information about your company and or photographs of the company's facilities or personnel for use in college publications, news releases and other forms of public information. If this is acceptable please sign below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

To help students learn about companies, the IMS maintains a resource library. Please forward any information such as annual reports, sales brochures, etc. **WEBSITE** \_\_\_\_\_

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Date recorded \_\_\_\_\_ ID # \_\_\_\_\_ Contact ID # \_\_\_\_\_

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Company name \_\_\_\_\_

Type of business/industry \_\_\_\_\_

Department where intern will work \_\_\_\_\_

Main functions/activities of this department \_\_\_\_\_

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Intern's main responsibilities, tasks, or projects:

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Special skills, courses, or capabilities desired:

What semesters will this internship be available?

\_\_\_\_ **Fall** (August to early December)

\_\_\_\_ **Spring** (January to mid April)

\_\_\_\_ **Summer** (May-August)

\_\_\_\_ **Year Round**

Majors desired:

\_\_\_\_ **Accounting**

\_\_\_\_ **Business Administration**

\_\_\_\_ **Economics**

Other \_\_\_\_\_

Hours per week \_\_\_\_\_ (Typically 10-15 required for one course equivalent)

Intern's hourly wage \_\_\_\_\_ Stipend \_\_\_\_\_ Unpaid \_\_\_\_\_

If not in the Williamsport area and the intern needs housing can you provide or assist? \_\_\_\_\_

By what date would you like to receive student resumes? \_\_\_\_\_