



Pasco-Hernando State College

BUSINESS PARTNER – INTERN REQUEST

Please complete the following survey about your business, and the specific internship position(s) available at your business. This information will help the faculty supervisor advise the student when considering possibilities for interviewing.

Business Name _____

Business Contact Name _____ Title _____

Business Address _____ FL _____
Street City Zip Code

Business Phone (____) _____ Business Fax (____) _____

E-mail Address _____

1. The main focus of the business is: _____
(i.e., sales, banking, retail, financial services, health care, information, manufacturing, government, law, utilities, publishing, education, general professional, etc.)

2. Indicate the number of business intern positions requested by your business.
General Management _____ intern position(s)
Secretarial/Administrative Assistant _____ intern position(s)

3. Indicate the number of Computer Information intern positions requested by your business.
_____ intern position(s)

4. What specific skills will you look for in your student intern? (computer, telephone, customer service, keyboarding, leadership, written communication, organizational, research, etc.)
A. _____
B. _____
C. _____

5. In general, the business supervisor will expect the student to participate in what types of tasks?
(i.e. project management, document production, computer programming, filing, guest reception, telephone/switchboard operation, stocking, etc. – be specific to your business when possible.)

6. This will be a paid/unpaid internship opportunity. (please circle one)
If paid, the pay rate for this internship will be _____ per hour **or** a flat stipend of _____

Please return this form to:

Assistant Director of Career & Testing Services
Pasco-Hernando State College
10230 Ridge Road
New Port Richey, FL 34654
Tele: 727-816-3334 Fax: 727-816-3485