

# INFRASTRUCTURED INSTITUTE STUDENT INTERNSHIP PROGRAM

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## What internships are offered?

- 1. Social Media/ Blogger Intern**
- 2. Business Administration/Front desk Intern**
- 3. Instructor/Trainer Assistant Intern**
- 4. IT/Computer programming Intern**

## What are the qualifications?

Sophomore or higher pursuing a degree in Public Health, Kinesiology, or Business Administration, Marketing, Journalism, or Advertising

## How much time is spent at the institutions?

**Summer Internship:** You are expected to spend 20 hours per week for Summer Session at the institution. (11 weeks) Days and times will be set with the institution, but should approximate the hours required for a fall or spring internship. How you arrange your summer hours are up to you and the institution.

**Fall / Spring Internships:** You are expected to spend 16 hours per week for the length of the semester. (14 weeks) How you arrange your hours are up to you and the institution.

## Who is eligible?

Only students who are enrolled in College and who have applied through the college for the internship program will be considered. Student must have completed at least 15 **intern subject-related** credits and have achieved a **3.2 GPA**. Strong writing ability and English language skills are required.

## How to apply?

Complete the application form, with a resume, and obtain one faculty recommendation. In addition, include a 500 word typed essay. The essay should discuss why you are seeking an internship and what you hope to learn and experience, especially as related to your academic or professional development goals. While you should be specific, you should also indicate your flexibility and range of interests and skills.

## Where to send your application?

Application materials must be submitted by the deadline to Angel Holliman, Office Manager  
Infrastructured Institute, 4701 Randolph Road, Suite 208, Rockville, MD 20852

[OfficeManager@Infrastructured.com](mailto:OfficeManager@Infrastructured.com)

## What are the deadlines?

Summer Internship: May 1st -- Fall Internship: August 1st -- Spring Internship: December 1<sup>st</sup>

***If you have questions please call: Angel Holliman, Office Manager at 301-230-3131  
or email [Officemanager@Infrastructured.com](mailto:Officemanager@Infrastructured.com).***

**INFRASTRUCTURED INSTITUTE  
INTERNSHIP APPLICATION FORM**

**Last name:**

**First name:**

Mailing address:

E-mail:

Telephone  
contact numbers:

Home:

Cell:

Date of birth:

Place of Birth:

Citizenship Status (specify type of visa if not US citizen):

Expiration date of Visa/Passport:

Do you speak and read English fluently?

YES

NO

Which internship are you applying for?

Number of subject related credit hours completed:

Year of graduation (anticipated):

Major:

Current GPA:

Home Campus:

All degrees held, institutions, and dates conferred:

**INFRASTRUCTURED INSTITUTE  
INTERNSHIP APPLICATION FORM**

Attach a current résumé to this application.

List your specific skills in the arts and other areas such as office work, exhibit work, computer applications (ex. Photoshop), web design programs, research, etc., that would be useful for this internship:

How did you learn about the internship program?

Are you covered by health insurance?      YES   or   NO

Prepare an essay (in English) and attach to this application. The essay should be 500 words typed. It should discuss why you are seeking an internship and what you hope to learn and experience, especially as related to your academic or professional goals. While you should be specific, you should also indicate your flexibility and wide range of interests and skills.

Please attach your essay to this form.

**Type your full name:**

**Date:**

INFRASTRUCTURED INSTITUTE  
**INTERNSHIPS**  
**FACULTY RECOMMENDATION FORM**

**This section to be completed by student applicant**

Student Name

**Last:**

**First:**

Student MC #:

Telephone Number:

Day:

Evening:

I have taken the following course(s) with the faculty member writing this recommendation:

*Course(s):*

*Date(s):*

I understand that this recommendation will be confidential.

Date:

***This section (cont. on next page) to be completed by faculty member***

**Important: Recommendation letters should be emailed directly to:**

***OfficeManager@Infrastructured.com***

**or mailed directly to**

***Angel Holliman, Office Manager***

***Infrastructured Institute***

***4701 Randolph Road, Suite 208***

***Rockville, MD 20852***

Your candid evaluation should reflect your perception of the student's success as an intern.

Please evaluate the student on the following characteristics, with 1 as the lowest rating, and 5 as the highest.

1. Reliability (attendance, meeting deadlines...etc.)	1	2	3	4	5
2. Intellectual Curiosity	1	2	3	4	5
3. Interpersonal Skills/Participation	1	2	3	4	5
4. Analytical/Reasoning Skills	1	2	3	4	5
5. Writing Skills	1	2	3	4	5
6. Initiative	1	2	3	4	5
7. Suitability to Represent Montgomery College	1	2	3	4	5
8. Ability to Benefit from this Internship	1	2	3	4	5

**This section to be completed by faculty member**

**Faculty name**

Last:

First:

Compared to other high-ranking students, how would you rate this student?

**Outstanding**

**Above Average**

**Average**

**Below Average**

From your knowledge of the student, comment on his/her potential as an intern. This recommendation will influence the applicant's success through the selection process, as well as in his/her internship. Therefore, please be as candid as possible.

Office location:

Telephone #:

Date: