



A Palmetto College Campus

## INTERN REQUEST FORM

**Company Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Internship Position:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Hourly Pay Rate:** \_\_\_\_\_ **Weekly Hours Required:** \_\_\_\_\_

HR Contact: \_\_\_\_\_

HR Phone: \_\_\_\_\_ Fax \_\_\_\_\_

**Applications Accepted by:**    **Fax**    **In-Person**    **Mail**    **Email**    **Webpage**

Internship Description (please include days and hours required each week): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Direct Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE SEND COMPLETED FORM TO:**

Rebekka Taylor, Palmetto College Coordinator  
USC Sumter  
200 Miller Road  
Sumter, SC 29150

**OR** Email [Taylorr1@uscsumter.edu](mailto:Taylorr1@uscsumter.edu)  
**OR** Fax (803) 938-3819

**\*\*\* For USC Sumter Palmetto College Office Use Only \*\*\***

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	