

GC Intern Information Sheet

Semester Completed: _____

My name is _____
I like to be called _____
Permanent address _____
City, state, zip _____
School address _____
City, state, zip _____
Personal Phone _____
E-mail _____
Year in school _____ (I have completed _____ Semester Hours)
Current Overall Grade Point Ratio = _____ GPR in GC= _____
This will be my _____ Internship (1st, 2nd, 3rd, 4th)
Geographic Preference _____

Next Desired Work Period	
	Year
<input type="checkbox"/>	Summer
<input type="checkbox"/>	Fall
<input type="checkbox"/>	Spring

GRAPHIC COMMUNICATIONS COURSES COMPLETED OR TAKING

	Grade	(indicate grade earned or "now" if taking now)	Grade
1. GC 101- Orientation to Graphic Comm.	_____	7. GC 406- Package & Specialty Printing	_____
2. GC 102/165 - Computer Art & CAD Found.	_____	8. GC 440- Commercial Printing	_____
3. GC 104- Graphic Communications I	_____	9. GC 444- Current Developments and Trends in GC	_____
4. GC 207- Graphic Communications II	_____	10. GC 446- Inks and Substrates	_____
5. GC 340- Digital Imaging & eMedia	_____	11. GC 448- Planning and Controlling Prntg. Functions	_____
6. GC 350- Graphic Communications Internship I	_____	12. GC 450- Graphic Communications Internship II	_____
13. _____	_____		
14. _____	_____		

Other relevant graphics work experience:

Prior non-graphics work experience:

Statement of my personal goals for the next internship:

Statement of my long term goals after graduation:

List of extracurricular activities, leadership, honors, and awards:

Instructions for adding your picture to the Intern Information Sheet

1. Open the Word form named “InternformPic.doc” and fill in the text blocks. You just need to hit the tab key or arrow to move to the next text block.
2. Be sure to check spelling and proofread.
3. Save your file.
4. Under “Tools” select “Unprotect Document” in order to add your picture.
5. Place the cursor in the upper right-hand cell.
6. Under “Insert” choose “Picture” then “from a file.”
7. Your picture should be approximately 1.75 in. x 1.75 in.
If the picture is too big it will enlarge the cell size moving your address information making the form look uneven. If you need to crop the image, do so BEFORE inserting it into the form.
8. If you need to make any other changes to the document other than in the text blocks, you need to make those changes while the form is unprotected.
9. When all the changes are made, Save the file.
10. Go back under “Tools” and select “Protect Document” then protect for “forms.” It is not necessary to include a password. Resave.