

# GC Intern Information Sheet

Current Semester:

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 (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)  
Geographic Preference \_\_\_\_\_

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

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## GRAPHIC COMMUNICATIONS COURSES COMPLETED OR TAKING

	Grade	(indicate grade earned or "now" if taking now)	Grade
1. GC 1010 Orientation to Graphic Comm.	_____	7. GC 4060 Package & Specialty Printing	_____
2. GC 1020 Computer Art & CAD Found.	_____	8. GC 4400 Commercial Printing	_____
3. GC 1040 Graphic Communications I	_____	9. GC 4440 Current Developments and Trends in GC	_____
4. GC 2070 Graphic Communications II	_____	10. GC 3460 Inks and Substrates	_____
5. GC 3400 Digital Imaging & eMedia	_____	11. GC 4480 Planning and Controlling Prmtg. Functions	_____
6. GC 3500 Graphic Communications Internship I	_____	12. GC 4500 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 “Protect Document” and deselect “Protect document for:” 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.