



PLACEMENT APPLICATION

To become one of our placement partners, please fax, email, or mail your completed application to:

Char Vandermeer, Communications and Placement
Director • vandermeer@tpc.edu
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121 S. Broad Street, 7th Floor / Phila, PA 19107

The questions in this application are designed to provide our students with information about placement opportunities. We are a small program and cannot guarantee student placement with your organization each semester, but we are always pleased to develop interesting new internship experiences for our students. I hope you will join us and hundreds of other placement supervisors in creating an unforgettable semester!

In addition to our placement database, we also create a hardcopy file on each participating organization. If you have brochures, annual reports, press clippings, or program descriptions, we will happily add them to your file. Students find these materials very helpful as they research potential internship sites and prepare for their interviews.

We will contact you at least once a year asking for any revisions to contact information or placement descriptions that you might have; however, you are always welcome to contact TPC anytime to make updates to your posting as needed. TPC may occasionally use names of organizations and potential internship responsibilities when communicating with prospective students.

Name of Organization:

Department or Division:

Address:

City: State: Zip:

Telephone:

FAX:

Web Address:

Student's Job Title:

Our students rely on SEPTA; is your organization accessible by public transportation?

Y N

If so, would you be willing to provide them with a monthly TransPass or TrailPass?

Y N

Primary Supervisor's Name:

Primary Supervisor's Title:

Primary Supervisor's Telephone:

Primary Supervisor's E-mail:

Alternate Contact Name:

Alternate Contact Title:

Alternate Contact Telephone:

Alternate Contact Email:

1. Please provide a description of your organization and your department's relationship to the organization.

2. Please provide a description of the tasks and responsibilities that a student may be assigned, even if all of these tasks may not be available every semester. In other words, what range of possible tasks and responsibilities may be combined to meet individual student needs and organizational needs? We understand that actual duties may vary semester to semester but we ask that you be as specific and detailed as possible -- students will search this information using keywords -- the more information you can provide, the more interest the posting will generate.

3. What opportunities for the student's professional development are available through this placement? How will this placement provide a learning experience for the student?

4. What qualities are you looking for in the student who would fill this position?

5. Typically interviews are arranged when students arrive at the beginning of each semester (early September and late January.) We do ask that the interview includes the person who will serve as the student's primary supervisor. Are there any other special arrangements we need to consider?

6. What searchable keywords would best describe your organization and the position?