



Tohono O'odham Community College

Internship Program

P.O. BOX 3129 • SELLS, ARIZONA 85634 • PHONE: (520) 383-8401 • FAX (520) 383-8403
 www.tocc.edu

Student Application Process

TOCC

(On-Campus Placement)

1. Identify Placement Opportunity (Aligned with Major)
2. Complete TOCC Student Internship Application and TOCC application
 - a) W-9 Form
 - b) Include current copy of:
 - Resume
 - Unofficial Transcripts
3. Other internship requirements (check with Transitions Coordinator)
4. Interview (if competitive)
5. Transitions Coordinator notifies placement site of qualifying intern and submits applicable information to placement site supervisor
6. Receive Notification of Internship Start Date
7. Begin Internship

Tohono O'odham Nation

(Off Campus-Tribal Program Placement)

1. Identify Placement Opportunity (Aligned with Major)
2. Complete TOCC Internship Application
 - a. Include current copy of:
 - Resume
 - Transcripts
3. Complete TON Employment Application
 - a. Include current copy of:
 - Position List Form (included w/ application)
 - Authorization to Release Information (included w/ application)
 - Resume
 - Copy of HS Diploma/GED
 - Copy of Unofficial College Transcripts
 - Copy of Tribal ID
 - Copy of MVR-39 Month Report
4. Submit Applications/ Supporting Documents to Transitions Internship Coordinator
5. Interview (if competitive)
6. Internship Coordinator submit all documents to TON HR
7. TON HR Begins Background Check
8. TOCC Transition Coordinator Receives Background Check Results (approx. 2 weeks)
9. Receive Notification of Internship Start Date
10. Complete TON Orientation
11. Complete Orientation w/ Placement Site Supervisor
12. Begin Internship

Other

(School District, Non-Profit, etc...)

1. Identify Placement Opportunity (Aligned with Major)
2. Complete TOCC Internship Application
 - a. Include current copy of:
 - Resume
 - Transcripts
3. May Need to Complete Additional Application Process as Identified by Organization (will vary across different sites, check in with Transition Coordinator to learn more)
4. Interview (if competitive)
5. Transitions Coordinator notifies placement site of qualifying intern and submits applicable information to placement site supervisor
6. Receive Notification of Internship Start Date
7. Begin Internship



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