

# VCU World Studies

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

## Specialty Internship Application

It is your responsibility to submit this form, along with the **Internship Agreement**, to the World Studies Advising Office by the **Application Deadline** in order to register for the applicable course and receive academic credit for your internship. Late applications may **NOT** be accepted. Application Deadlines for each semester are posted on the World Studies Website. **NOTE:** This application and agreement are for the **SWS Specialty Internships only** and do NOT apply to the SWS General Internships. For information and applications for General Internships, please see the SWS Website at <http://www.has.vcu.edu/wld/experiential-learning/internships/index.html>.

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### TO BE COMPLETED BY STUDENT:

Name: \_\_\_\_\_ Student V Number: \_\_\_\_\_

Current Local Address: \_\_\_\_\_

City: \_\_\_\_\_ state: \_\_\_\_\_ zip: \_\_\_\_\_

Phone: (cell) \_\_\_\_\_ (other) \_\_\_\_\_

Email Address: \_\_\_\_\_@vcu.edu

(Be sure to check your **VCU email address** frequently, since you will receive notices and reminders via email.)

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### Academic Information

Major: \_\_\_\_\_ 2<sup>nd</sup> Major: \_\_\_\_\_

Minor(s): \_\_\_\_\_ Certificate Programs: \_\_\_\_\_

Projected Graduation Date: \_\_\_\_\_

All students interested in registering for any of the following internships: ANTH 493, FRLG 493, INTL 493, RELS 493, WRLD 493 must meet the following criteria in order to academically qualify:

- **Student must be a declared major** within the School of World Studies
- Student must have a **minimum GPA in the major of: 2.25**
- **Minimum completion of 3 upper-level courses within the respective major** with a "C" or better

Specialty Internship for which you are applying for: \_\_\_\_\_

Semester for this Internship:                      Fall      Spring      Summer                      Year \_\_\_\_\_

Number of credits desired (1-3): \_\_\_\_\_      **40 hours = 1 credit.**

Specifically, how does this internship and the responsibilities you will be given relate to this major?

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Have you previously completed a World Studies Internship? YES NO

- If Yes, Semester and Year: \_\_\_\_\_ Location: \_\_\_\_\_

**IMPORTANT - PLEASE READ BEFORE SIGNING BELOW:**

- a. Students must register for the credits in the semester in which you intend to complete the internship. (Adding internship credits to your transcript as a course after the add/drop period of the semester may increase your tuition costs.)
- b. Students realize that there may be additional requirements beyond completing this application.
- c. By signing this form you are asserting that you have read & understood the course requirements listed in the course description and on the course syllabus for the internship.
- d. Please return this and the Internship Agreement to the **Internship Box at the SWS Advising Office, 817 West Franklin Street, Second Floor Rm 221A by the deadline.**

**Specialty Internship Supervisors:** By signing below, you are agreeing to work with this intern for the semester indicated. **Please keep a copy of this agreement for your records.**

\_\_\_\_\_  
Student Intern Date

\_\_\_\_\_  
Specialty Internship Supervisor Date

**FOR OFFICE USE ONLY: To be completed by a SWS Advisor**

1. Declared the major for which student wishes to receive internship credits? YES NO
2. Major GPA: \_\_\_\_\_  
(Must be 2.25 or higher)
3. Cumulative GPA: \_\_\_\_\_  
(Note: If cumulative GPA is a 2.25 or below, the internship may not be approved)
4. Courses completed (grade of C or better) at the 300-level or above within the major:  
\_\_\_\_\_

**Student Meets Eligibility Requirements for Internship: YES NO**

Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY: To be completed by the SWS Internship Coordinator**

Student's Name: \_\_\_\_\_

Semester for Internship: \_\_\_\_\_ Registration: \_\_\_\_\_

Internship Placement: \_\_\_\_\_

Coursework Language: \_\_\_\_\_

Course: \_\_\_\_\_ Section # \_\_\_\_\_ Credits \_\_\_\_\_

Emailed re: Override: \_\_\_\_\_ Added to Spreadsheet: \_\_\_\_\_

**Notes:**

\_\_\_\_\_  
Signature, Internship Coordinator

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY: To be completed by the SWS Academic Advising Director**

Internship satisfies credits for SWS Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Certificate: \_\_\_\_\_

Override created: \_\_\_\_\_ CRN(s): \_\_\_\_\_

Emailed re: Override: \_\_\_\_\_

\_\_\_\_\_  
Signature, Academic Advising Director

\_\_\_\_\_  
Date

**Notes:**