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: ___________________________________________ 2nd 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?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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

____________________________________________________________________________
Specialty Internship Supervisor

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:

_____________________________________________________

______________________________ Date

Signature, Internship Coordinator

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: _________________

______________________________ Date

Signature, Academic Advising Director

Notes: