

# 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

## Internship Instruction Sheet

**NOTE:** These instructions are for the **SWS General Internships only** and do NOT apply to the **New Communities, SETI, French Film Festival or American Studies Internships**. For information on these Specialty Internships, please see the SWS Website at <http://www.has.vcu.edu/wld/experiential-learning/internships/index.html>.

### Step 1: Are you eligible for an internship?

To be eligible for credit in a World Studies internship, students must have:

- Declared the World Studies major for which the student wishes to receive internship credit.
- Earned a major GPA of 2.25 (note: If your overall GPA is a 2.25 or below, your internship may not be approved)
- Completed **at least 9** credits at the 300 level or above **in their World Studies major** (if you are unsure about whether you meet this requirement, it is recommended to set up an appointment with your academic advisor).

### Step 2: Carefully read through the course requirements before finding a location.

### Step 3: Securing an internship location relevant to your major.

First review the organizations listed under your major on the [World Studies website](#) (see above). Contact the agencies that are of interest to you, stating your interest in working with them and asking about their particular application process and required paperwork for securing an internship position. Some agencies do not have paid internship positions but will accept volunteers. **Note:** The internship listings on the World Studies website include area organizations with which the VCU World Studies Internship program has an ongoing relationship. Students are not limited to these locations and are free to explore other options. If you do choose to pick a location not listed on the website, **please attach** a brochure or pamphlet from the organization to your internship application for location approval. Outside organizations must be related to the student's major and, for Foreign Language majors, must require the use of the target language at least 50% of the time.

### Step 4: Submitting the Application and Agreement.

Once you have an agreement to work with a specific organization, you and your supervisor must complete and sign the Application and Agreement. (Note: Unsigned applications will automatically be rejected.) Return the completed Internship Application and the Agreement to the internship coordinator by the [Application Deadline](#) for the semester you intend to complete your internship. Late applications will NOT be accepted. You do not need an appointment to return the Application and Agreement; you may turn them in at the Reception Desk in Lafayette Hall.

### Step 5: Registering for your Internship credits.

If your paperwork is submitted on time and your internship is approved, you will receive an email with instructions for adding the appropriate internship course to your semester registration. Only students registered for an internship course will receive a grade and academic credit for their internship. **Please Note:** *The Internship is an academic course like any other. The credits will appear on your transcript and will be added to your tuition cost.*