

# 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 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 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>.

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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: \_\_\_\_\_

Have you read and understood the Internship Requirements in the Internship Syllabus?      YES      NO

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

Major to which you wish the credits to be applied: \_\_\_\_\_

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. You must register for the credits in the semester in which you intend to complete the internship.
- b. Adding internship credits to your transcript as a course after the add/drop period of the semester may increase your tuition costs.
- c. Foreign Language Internships (FRLG 493) require that all coursework be completed in the target language and are only available for Foreign Language majors. Coursework submitted in the target language will be graded for content as well as target language skill level.
- d. 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.
- e. Please return this and the Internship Agreement to the **Internship Box at the SWS Advising Office, 817 West Franklin Street Second Floor Rm 221A.**

Student Signature \_\_\_\_\_ 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:**