

CENTER FOR INTERDISCIPLINARY & SPECIAL STUDIES

Academic Internship Application Form

(PLEASE TYPE YOUR APPLICATION)

DUE:

_____Reapplying

Concentration (if applicable) e.g.
Gerontology, Peace Studies, etc. _____

_____Filing more than one application

Name _____ Major _____

Mailing Address(PO) _____ Class _____

Home Address _____

Student Number _____ Telephone _____

I. AREA OF INTEREST

List general area of interest, e.g. law, medicine, business, education, social service, etc.;. You may also be more specific, e.g., business: investment, banking, sales etc.;

II. QUALIFICATIONS

Describe prior experience and/or study in this field:

Describe long-term objective in seeking an internship:

(over)

The academic internship is a course combining the experiential and the analytical. Describe what you perceive to be the benefits of participating in this particular

course in relation to how it fits into your academic program and what benefits you expect to derive from this experience.

PLEASE SUBMIT ONE PAGE RESUME' WITH YOUR APPLICATION

YOU MAY USE A SEPARATE SHEET OF PAPER TO TYPE YOUR APPLICATION

PLEASE RETURN COMPLETED APPLICATION TO SMITH HALL 327

HOW TO APPLY FOR AN INTERNSHIP

Students considering applying for internships for next semester can be categorized as follows: (a) those who know all about the program, have talked with other interns, and even think they know exactly where they want to work; (b) those who have a general idea of what kind of internship they want, but do not know what is available; (c) those who want to do an internship, but aren't even sure what area they want; (d) those who were accepted last semester but not placed or were previously rejected and wish to reapply.

Students in the first three categories listed above are advised to proceed as described below:

1. Applying for the Program - in addition to your academic record, your responses on the application form are a significant part of your application, i.e. be diligent in filling it out. While it is not necessary for completing your application, it may be of value to visit the Center and review our internship materials.
2. Submit a current resume (guidelines included).
3. Acceptance into program - your application form, resume, and transcript will be reviewed, along with applications from other students in the same general area of interest. This means that if you wish to be considered for an internship in both law or business, for example, you must file two applications.

Factors affecting acceptance include the number of applicants and estimated number of available slots. Q.P.I. is less important than motivation and maturity. Due to availability of slots and number of students applying, competition in some areas will be more rigorous than others.

4. Placement - once you have received notification of acceptance into the internship program, it will be your responsibility to contact the particular agency that you are interested in to arrange for a possible interview. You will be sent interview guidelines. You should be aware of the fact that there are a limited number of internships available and you will be competing with students from other local colleges so you will need to pursue these aggressively. The Center for Interdisciplinary and Special Studies will assist you in any way that we can but the initiative to obtain a placement will have to be taken by you. Information on agencies and student evaluations of past internships are available in Fenwick 323.

5. Academic Component - along with your letter of acceptance into the program, you will also receive a list of the internship seminars being offered that particular semester. You will be asked to indicate your order of preference in selecting a seminar and they will be filed on a first come basis, but, in some seminars, it will be based on securing a diversity of fields. If you are not placed in a seminar you will then need to secure a faculty sponsor to direct the academic component of your internship. It is not required that your sponsor be in the same field as your prospective placement but they must be a member of the teaching faculty at Holy Cross. Our first priority will be to fill the seminars. Individual faculty sponsorships will only be an option if you are not placed in a seminar.

6. Financial aid - some aid is available for internship-related expenses.

NOTES

- Do not contact any agency until admitted into the program.
- Applications and resumes must be typed.
- Advanced applications will not be accepted.
- Students re-applying may use former application materials.

TIMETABLE

- Application due on
 Note: none will be considered after this date.
- Will receive acceptance notices approximately early

STUDENTS SHOULD HAVE THEIR INERNSHIPS CONFIRMED BEFORE THE SEMESTER BEGINS.

CENTER FOR INTERDISCIPLINARY AND SPECIAL STUDIES

Application for Financial Aid

Name _____ Due Date _____

Mailing Address _____ Campus _____

Phone _____

Class _____ Major _____

-

Internship Site _____

A **LIMITED** amount of financial aid is available to assist with internship related expenses - principally transportation. Please bear in mind that your expenses for books this semester will probably be lower than usual. In no cases will we consider mileage and parking fees as eligible costs unless public transportation is unavailable.

1. Weekly work schedule:

2. Expense estimate -
 - a) for transportation, per week:

 - b) other:

Special projects associated with your internship may be eligible for Marshall Grants (for out-of-town travel, film, printing, etc.). Information about these Grants is available in Smith Hall 327

3. Comments (if any):

PLEASE RETURN TO THE CENTER FOR INTERDISCIPLINARY AND SPECIAL STUDIES, SMITH HALL 327, BY THE ABOVE DUE DATE.

CENTER FOR INTERDISCIPLINARY AND SPECIAL STUDIES

ACADEMIC INTERNSHIP CONTRACT

SMITH HALL 327

NAME: _____

CAMPUS ADDRESS: _____ **CAMPUS PHONE:** _____

CLASS _____ **MAJOR** _____

INTERNSHIP SITE _____

INTERNSHIP ADDRESS (COMPLETE) _____

INTERNSHIP PHONE NUMBER _____

AGENCY SUPERVISOR _____

WORK SCHEDULE (DAY(S) AND HOURS) _____

JOB DESCRIPTION (PLEASE BE SPECIFIC. EIGHT HOURS/WEEK OF AGENCY WORK IS EXPECTED).

STUDENT SIGNATURE: _____

CENTER FOR INTERDISCIPLINARY AND SPECIAL STUDIES
COLLEGE OF THE HOLY CROSS
POST OFFICE BOX 194A
WORCESTER, MASSACHUSETTS 01610
508-793-2498

DATE: _____

AGENCY DATA

Agency_____

Department_____

Agency Head_____

Intern's Supervisor_____

Agency Address_____

Telephone_____

DESCRIPTION OF INTERNSHIP POSITION: give details of specific project(s) to be assigned to intern: the intern's position of authority within the organization; the intern's duties and activities. (Please fill out a separate form if an additional internship, with different duties, is proposed.)

Please characterize this internship as:	YES	NO
...closely supervised	_____	_____
...requiring considerable independent work	_____	_____
...requiring frequent field work away from the office	_____	_____
...requiring occasional field work	_____	_____

...involving many contacts with clients of the agency _____

Please characterize this internship as: YES NO

...principally solitary research _____

...providing opportunity for overview of range of agency operations _____

Number of agency employees with whom intern will be working regularly _____

What special skills or qualifications, if any, are necessary or desirable for this position?
(e.g., typing, driving, programming, counseling skills, writing or editing skills, graphics skills, math or accounting skills, foreign languages, own transportation, etc.)

NECESSARY:

DESIRABLE:

If necessary, might your agency be able to reimburse an intern for all or part of the expense of transportation between campus and work site? _____

ADMINISTRATIVE INFORMATION

1. Indicate Preferred Work Period:

_____ Fall term (September to mid-December)

_____ Spring term (late January through April)

_____ No preference

2. Number of interns requested for position described above _____

3. Preferred work schedule:

REQUEST FOR ASSIGNMENT OF INTERNS INTO THE DESCRIBED POSITION IS
HEREBY APPROVED.

I hereby certify that the assignment of an intern into this position will not result in the displacement of a regular worked or impair existing contracts for service.

Signature of Department Head

Title

Date

CENTER FOR INTERDISCIPLINARY AND SPECIAL STUDIES

**ACADEMIC INTERNSHIP CONTRACT
FOR STUDENTS WITH FACULTY SPONSORS**

NAME: _____

CAMPUS ADDRESS: _____ **CAMPUS PHONE:** _____

CLASS _____ **MAJOR** _____

INTERNSHIP SITE _____

INTERNSHIP ADDRESS (COMPLETE) _____

INTERNSHIP PHONE NUMBER _____

AGENCY SUPERVISOR _____

WORK SCHEDULE (DAY(S) AND HOURS _____

**JOB DESCRIPTION (PLEASE BE SPECIFIC. EIGHT HOURS/WEEK OF AGENCY
WORK IS EXPECTED).**

STUDENT SIGNATURE: _____

FACULTY SIGNATURE @IF WORKING WITH FACULTY SPONSOR:

CENTER FOR INTERDISCIPLINARY AND SPECIAL STUDIES
INTERNSHIP PROGRESS REPORT
DUE DATE: OCTOBER 16TH PLEASE RETURN TO SMITH HALL 327

NAME _____

AGENCY _____

AGENCY SUPERVISOR _____

1. AT THIS POINT, HOW WOULD YOU RATE YOUR INTERNSHIP IN TERMS OF OPPORTUNITIES PROVIDED AND AGENCY SUPERVISION:

- _____ EXCELLENT
- _____ SATISFACTORY
- _____ DISAPPOINTING (PLEASE SPECIFY)

2. DESCRIBE ANY CHANGES IN YOUR DUTIES/PROJECT AT THE AGENCY:

3. IF YOU ARE WORKING WITH A FACULTY SPONSOR (i.e., NOT IN A SEMINAR), WHAT HAVE YOU DONE SO FAR WITH YOUR ACADEMIC PROJECT? HOW FREQUENTLY HAVE YOU MET WITH YOUR FACULTY SPONSOR?

(REMINDER: YOUR GRADE WILL BE BASED PRIMARILY ON THE WORK YOU DO IN YOUR DIRECTED STUDY OR SEMINAR).

4. IF YOU HAVE ANY PROBLEMS OR QUESTIONS, PLEASE NOTE THEM ON THE BACK OF THIS PAGE.

and staff? In what ways did it enhance or create conflict with your agency work?

6. What suggestions do you have for improvement of the internship program?

7. Was there an opportunity for an overview of the work of your agency or department?

8. In what way was your internship related to your career interests?

9. Would you recommend that other students be placed with this agency?

10. Please rate your experience (circle one):

Excellent Good Satisfactory Disappointing