

APPLICATION FOR FULL-TIME INTERNSHIP

BIOGRAPHICAL INFORMATION

Name

(As it appears on your passport)

Year in School during Internship: SOPHOMORE JUNIOR SENIOR

College or University

Social Security Number _____ Student ID number if available

Campus Address _____ Phone_(_____).

City _____ State/Province _____ Postal Code

E-Mail Address

Permanent Address _____ Phone_(_____).

City _____ State/Province _____ Postal Code

CONTACT INFORMATION

In case of emergency please provide contact information:

Name and Address/Relationship

Phone _(_____) _____ E-Mail

HOW DID YOU HEAR ABOUT THE INTERNSHIP

Study Abroad Office Faculty Member Poster
Another Student (name) _____ A CGE staff member visited your campus
Advertisement (where) _____ Other

ACADEMIC INFORMATION

Major(s) _____ Minor(s) _____ GPA

Language Background

What is the highest level of Spanish in instruction you have completed?

Please indicate the discipline (only one) in which you are seeking credit: ___ BUS (Business), ___ HIS (History) ___ INS (Interdisciplinary Studies), ___ POL (Political Science), ___ REL (Religion), ___ SPA (Spanish) , or ___ WST (Women's Studies)

Any other post-secondary schools attended

SHORT ESSAY QUESTIONS

Please answer the following questions as frankly and thoughtfully as you can. Your answers to all of these questions will help us do a better job matching your skills and interests with the needs of the

host organizations and agencies. Be sure to attach a copy of your resume in either English or Spanish

I. STATEMENT OF PURPOSE FOR AN INTERNSHIP

Please explain why you are applying for an internship. How does the desired internship relate to your academic, professional, and personal goals?

II. RELATIONSHIP OF THE INTERNSHIP TO YOUR ACADEMIC, PROFESSIONAL & PERSONAL OBJECTIVES

Please identify at least two concepts, theories, &/or ideas from your major or minor that you will be able to apply or learn more about through the type of internship you desire.

B. List at least two graduation skills (critical thinking, speaking, writing, etc.) &/or professional work skills that you hope to enhance or apply in the internship setting.

C. Discuss at least one personal learning goal that you could accomplish through this internship.

III. PREFERENCES REGARDING POTENTIAL INTERNSHIP PLACEMENTS

Please note that there is no guarantee that your application will be accepted or that you will be placed with one of your top choices. However, it would be very helpful to us if you could please rate your level of interest in each of the following types of settings.

Preferred Population/Placement: Please rank your first four interests from 1 (highest) on down to 8 (lowest interest).

- | | | |
|---|---|--|
| <input type="checkbox"/> Infants and Toddlers | <input type="checkbox"/> Children (Elementary School) | <input type="checkbox"/> Adolescents (Junior High) |
| <input type="checkbox"/> Adolescents (High School) | <input type="checkbox"/> Adults | <input type="checkbox"/> Elderly |
| <input type="checkbox"/> Women | <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> People in rural areas |
| <input type="checkbox"/> People in urban areas | <input type="checkbox"/> International business | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Small business | <input type="checkbox"/> Hotel | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Other: (Please specify: _____) | | |

Interest Areas: Please list some major areas of interest or experience that you have e.g. education, environment, computers, graphic design, human rights, business, health care, tourism, etc.

Would you be comfortable working in a Mexican-owned business? Yes, No

Would you be comfortable working in a foreign-owned business? Yes, No

Would you be comfortable working in a Mexican government-sponsored organization? Yes, No

Would you be comfortable working in an organization affiliated with the Catholic church? Yes, No

Would you be comfortable working in an organization affiliated with a protestant or evangelical church?
 Yes, No

Please list your top 3 choices of population or interest areas & explain why you are interested in each of them. What skills and experience do you have that you think would enable you to provide valuable service to these sectors?

1.

2.

3.

IV. YOUR HOPES & EXPECTATIONS

A) **Service.** The Center for Global Education only places students in agencies and organizations that have expressed a need for and interest in having an intern. While we hope that you will grow intellectually, personally, and professionally through the internship, we hope that you will not focus only upon your own goals but on the needs and goals of the organization that you are serving. What does the word *service* mean to you? How might you seek to balance your own needs with those of the organization?

E) Internships in Mexico are very different from internships in the United States. How do you imagine an internship in Mexico and what might be some of the challenges you will face (please address issues such as cultural differences, communication styles, institutional organization, and race, class, and gender.)

V. YOUR PERSONALITY/WORK STYLE

A) Do you consider yourself an extrovert or an introvert? How does this aspect of your personality affect you in the workplace?

B) How would you characterize your communication style? How might this help/hinder you in an internship in Mexico?

C) Have you had any prior experience with intercultural communication? Please explain.

D) Often when working in an organization/school/business in Mexico, students have commented that there is a lot less supervision and “direction” than one might have in an internship in the US. In addition, internship sites will most likely expect you to take initiative at the site. How might you adapt to this reality? What experiences have you had in taking initiative in an organization or work setting?

Signature_____ Date

Return to Stephanie Barnes at stbarnes27@hotmail.com

Please respond to the questions on the following page in Spanish. Some of the questions repeat earlier questions because we plan to share this page with potential site supervisors.

SOLICITUD PARA HACER SERVICIO SOCIAL POR MEDIO DE CEMAL

Nombre: _____

Nombre o apodo que usas en español: _____

Dirección de correo electrónico: _____

Dirección permanente:

Carrera: _____

A) Nivel de español: _____ ¿Hace cuántos años empezaste a estudiar español? _____ ¿Por que decidiste estudiar español? ¿Cómo está tu nivel de comprensión y conversación? ¿Lees y escribes en español?

B) ¿Has vivido en un país o comunidad donde se habla español? _____ ¿Cuando? _____
¿Dónde? _____ ¿Por cuanto tiempo? _____ ¿Cuál fue una de las experiencias mas memorativas?

C) ¿Porqué quieres realizar el servicio social en México?

¿Qué habilidades y/o experiencias puedes brindar?

¿Puedes trabajar de manera independiente o con poca supervisión? _____ ¿Qué cualidades te gustaría encontrar en un(a) supervisor(a)

Marca un "X" para indicar tu experiencia y tu interés:

Experiencia Interés

- | | | |
|-------|-------|--|
| _____ | _____ | Investigación. Favor de dar detalles: |
| _____ | _____ | Traducción de documentos de español a inglés. |
| _____ | _____ | Interpretación de conversaciones de español a inglés. |
| _____ | _____ | Programación de computadoras. |
| _____ | _____ | Procesamiento de palabras: ___ MSOffice, ___ Other: |
| _____ | _____ | Construcción de paginas WEB. |
| _____ | _____ | Biblioteca. |
| _____ | _____ | Diseño gráfico. |
| _____ | _____ | Ventas. |
| _____ | _____ | Contabilidad. |
| _____ | _____ | Construcción de casas y labor manual. |
| _____ | _____ | Jardinería orgánica. |
| _____ | _____ | Composta y reciclaje. |
| _____ | _____ | Trabajo con gente: ___ con ancianos, ___ con niños, ___ con jóvenes. |
| _____ | _____ | Enseñanza; impartiendo clases de: ___ inglés, ___ música, ___ arte, ___ drama, ___ baile,
___ deportes, ___ fotografía, ___ otro: |
| _____ | _____ | _____ |
| _____ | _____ | Fotografía. ___ Blanco y negro, ___ Video, ___ Otro: _____ |
| _____ | _____ | Salud: ___ RCP, ___ primeros auxilios, ___ salud alternativa. ___ Yoga Otro: |

Otra información o comentarios que quieres compartir sobre tus habilidades y/o talentos:

Spanish Reference Form for an Internship in Mexico

Student's Name: _____ Faculty Member's Name: _____

Email address of faculty: _____

Name of Institution: _____ Date: _____

Most Advanced Spanish Course Taken by Student: _____ (Please list the course # & title.)

The student named above has applied for an internship in Mexico. We would appreciate your assessment of the applicant's attributes as well her/his Spanish level. Please take a few moments to provide us with your assessment of her/his ability to successfully complete an internship in Spanish and then email the completed form as an attached document to Stephanie Barnes at stbarnes27@hotmail.com. Thank you very much!

How long and under what circumstances have you known the applicant?

According to the following criteria, how would you rate the applicant?

Excellent Good Fair Poor Unable to Evaluate

Academic Ability
Academic Interest and Motivation
Reliability/Integrity
Level of Maturity
Adaptability in Facing New Situations
Self-Confidence and Self-Esteem
Relates Well to Others
Emotional Stability
Open-Mindedness
Ability for Realistic Self-Appraisal

3. Spanish Ability

Oral Comprehension: ___ Beginning ___ Intermediate ___ Advanced ___ Fluent
Conversation: ___ Beginning ___ Intermediate ___ Advanced ___ Fluent
Writing: ___ Beginning ___ Intermediate ___ Advanced ___ Fluent
Reading: ___ Beginning ___ Intermediate ___ Advanced ___ Fluent
Written Translation: ___ Beginning ___ Intermediate ___ Advanced ___ Fluent

CENTER FOR GLOBAL EDUCATION AT AUGSBURG COLLEGE

POLICIES FOR SEMESTER PROGRAMS ABROAD

The following policies govern student participation and state policies concerning the Center for Global Education's study abroad programs.

Application Process

In addition to completing the application form, the student needs to submit the following to the Center for Global Education:

- A \$250.00 deposit which is refundable only if the student is not selected for the program. (Checks should be made out to the Center for Global Education)
- A Spanish reference form (above) filled out and returned to Internship Coordinator, Stephanie Barnes, stbarnes27@hotmail.com.

Application Deadlines

Applications are accepted on a rolling admissions basis. The final application deadlines are: June 1 for year and fall semester internships, November 1 for J-term, December 15 for spring semester, April 1 for Summer.

Eligibility Requirements

Students must meet the following criteria to be eligible for the programs:

Payment of Fees and Withdrawal/Cancellation Policy

The following fee schedule and cancellation/refund policy apply to the Center for Global Education's internship programs:

- A \$250.00 deposit must accompany all applications, refunded only if the student is not selected for the program. The deposit guarantees the internship, and will be applied toward the total program fee.

Refund Policy

If the Center for Global Education receives cancellation (by telephone or letter) **at least one month before the start of the internship** the student will receive a refund of any paid portion of the comprehensive fee, **not including** the \$250.00 deposit.

After the first day of the internship no refund is available.

Student Participation Requirements

Following formal acceptance into the program, the student must submit:

- A medical information form and physician's evaluation (to be mailed after acceptance)
- A copy of the front pages of his or her passport
- A signed release of liability form required of all participants in Augsburg academic abroad programs.

Statement Regarding Program Changes

Augsburg College with the Center for Global Education may determine that circumstances within a foreign country require cancellation of the internship.

The student must provide the Center for Global Education with advanced written notice if she/he decides to leave the program.

Release of Information

Under the Family Educational Rights and Privacy Act of 1974, we provide certain directory information about students enrolled for internships abroad. This information includes name, home address and telephone number, home school, major, and dates of internship. We may make this information available before departure to other students enrolled in a similar program. We also make this information available to study abroad advisors or other officials at other institutions. You may elect to withhold any or all of this directory information by notifying our office in writing at least one month before your internship.

Exceptions to the above requirements may be granted at the discretion of the Coordinator for Semester

Programs Abroad at the Center for Global Education.

I have read, understand, and agree to the policies as stated above.

Applicant's Name

Applicant's Signature

Date

Make a copy of the above information for your personal records. Send the original, signed copy to the Center for Global Education, Augsburg College, 2211 Riverside Avenue, Minneapolis, MN 55454 1/800-299-8889