

MESSIAH COLLEGE

Internship Program – Application Materials and Procedures

To participate in Messiah’s Internship Program, you must meet the eligibility criteria as outlined in the Student Information section found at www.messiah.edu/internship , and you must submit all the items listed below.

❖ Application – for students requesting assistance with internship options

Information from this packet is used to assess your credentials and to locate a learning experience, which best matches your interests, abilities and goals. Deadlines for you to submit requested items are: *April 15 for Fall semester; October 15 for Spring semester; March 15 for Summer term.*

❖ Resume

Use the sample resume in this packet as a guide. Though your format may differ, try to keep the essential elements shown and limit it to one page. Upon submission to us, we will review it for possible ways to enhance it. Your resume will be emailed, faxed or mailed to employers for their review, so make sure it is neat and free of spelling errors.

❖ Grade Report

Print a copy of your Academic Record from IRIS Link and submit it with your application and resume.

❖ Faculty Advisor Authorization

Your academic department must also approve your participation in an internship. This form notifies your faculty advisor of your intent to participate and solicits his/her authorization to pursue placement efforts. Please complete Section One and submit to your faculty advisor. He or She will then complete Section Two and forward to our office.

❖ Registration – for students locating their own internship site

If you have located your own internship, you do not need to fill out this application packet; just pick up a Registration for Credit form (cherry-colored) in the Internship Center. Fill out the form completely, and get all signatures required before submitting it to the Internship Center by: *September 1 for Fall; February 1 for Spring (Philadelphia Campus students – January 15); May 1 for Summer.*

Potential Credits To Be Earned

The Internship and Class are letter-graded (A-F)

Hours/Week	INT394 / Internship & Monthly Class	INT395 / Internship & Weekly Class
10	<input type="checkbox"/> 4 Credits	<input type="checkbox"/> 6 Credits
15	<input type="checkbox"/> 5 Credits	<input type="checkbox"/> 7 Credits
20	<input type="checkbox"/> 6 Credits	<input type="checkbox"/> 8 Credits
25	<input type="checkbox"/> 7 Credits	<input type="checkbox"/> 9 Credits
30	<input type="checkbox"/> 8 Credits	<input type="checkbox"/> 10 Credits
35	<input type="checkbox"/> 9 Credits	<input type="checkbox"/> 11 Credits
40	<input type="checkbox"/> 10 Credits	<input type="checkbox"/> 12 Credits

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Internship Program – Application

Personal Information

Last Name _____ First Name _____ M.I. ____ ID# _____
Permanent Address _____ Social Security # _____
City _____ St _____ Zip _____ Home Phone (____) _____
Campus Residence _____ Campus Phone _____ Campus Box # _____
Citizenship Status (check one): USA Permanent Resident Student Visa (Type: _____)

Academic Information

Date of Graduation _____ 20 _____ Major _____ Minor (if any) _____
Academic Advisor _____ Cumulative GPA _____ Previous Semester GPA _____

Internship Information

Location Desired (check all that apply):
 Harrisburg Philadelphia
 Other _____

Type of Position Desired _____

Turn this sheet over and expand on this in the section entitled Explanation of Position/Experience Desired

Term for participation: Fall 20 ____ Spring 20 ____ Summer 20 ____
Time commitment: Full-time Part-time / Hours per week desired ____
Expectation of compensation: Unnecessary Preferred Mandatory

Supplemental Information

- Yes No Are you receiving (or eligible for) need-based financial aid? If "yes", please indicate which sources:
 Work/Study State/Federal Grant Education Loan Other: _____
- Yes No Do you have your own car?
- Yes No Do you intend to hold another job (work/study, part-time) during the internship assignment?
- Yes No Do you intend to participate in varsity sports during the internship assignment?
- Yes No Are you able to comply with regular attendance expectations as well as meet any other reasonable expectations of the internship site?

Agreement

I understand that this internship is offered by Messiah College as a curriculum option and is thereby taken for academic credit, requiring my completing academic assignments and paying tuition for credits earned. I authorize the Internship Center to release to potential internship sites information relating to this application and all supporting documents (resume, grade transcript, academic advisor reference) when, in their judgment, it will be relevant to possibly securing a site. If I have a disability or limitation, I agree to cooperate in providing any necessary information that would enable the internship site to provide reasonable accommodation for my participation in an internship experience. I certify that I personally have completed this application and that the information I am providing is complete, accurate and given in good faith.

Signature: _____ Date: _____

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Internship Program – Application

Explanation of Position/Experience Desired

Comment briefly on your interests, the type of organization and/or industry in which you wish to intern, and the type of work you prefer to do. Please rank-order your preferences for type of experience or organization.

What Do You Want To Learn?

Comment briefly on what you most want to learn from this experience. What new knowledge and/or skills do you wish to obtain?

References

	<u>Name</u>	<u>Telephone</u>
College Faculty	_____	() _____
Employer	_____	() _____
Other	_____	() _____

For questions or concerns regarding your application, please contact an Internship Coordinator at x5099. Please return this application to the Internship Center in Eisenhower Commons at your earliest convenience. Referral of information to potential internship sites cannot start until all application materials (application form, resume, IRIS Link academic record, and faculty advisor authorization) have been received and reviewed.

LAUREN BACALL

Campus Address:
Messiah College
Grantham, PA 17027
(717) 796-0000

IMPORTANT: *If not your home address, then provide one at which you can be contacted during breaks, vacation and over the summer*

Home Address:
111 Bogey Lane
Key Largo, FL 81818
(305) 123-4567

Email: lb1147@messiah.edu / laurenbacall@hotmail.com

Make it simple, yet specific

OBJECTIVE: Criminal Justice Internship – Working with Juveniles – Spring 2007

EDUCATION: Bachelor of Arts in Sociology / Concentration in Criminal Justice May 2007
Messiah College, Grantham, PA
GPA: 3.5 on a 4.0 scale

Shorten this list first, if you need room elsewhere

Relevant Coursework:
Abnormal Psychology
Social Psychology

Crime, Deviancy and Corrections
Criminal and Juvenile Justice Systems

Employers want to see your GPA, if above 3.0

INTERNATIONAL

EXPERIENCE: Barcelona, Spain - Semester Abroad Study Spring 2006
• Lived with Spanish family while attending classes at University of Barcelona

London, England - Cross-Cultural Tour May 2005
• Observed criminal investigative work at Scotland Yard

SKILLS:

Fluent in Spanish
Self-Motivated
Good Public Speaker
Microsoft Office 2000 and XP
FileMaker Pro 8.0 database

Assess yourself well, because employers want to know what skills you offer

This area highlights work related to your objective stated above

RELATED

EXPERIENCE: Criminal Research Assistant Summer 2006
Key Largo Police Department / Key Largo, FL

- Researched criminal backgrounds using local, regional and national sources
- Assisted with education programs on prevention of violence in schools
- Communicated in Spanish when needed for interpretation

Demonstrate your skill level through experiences

WORK

EXPERIENCE: Sales Associate 8/06- Present
Old Navy Store / Mechanicsburg, PA

- Manage multiple tasks, including monitoring sales, ordering and stocking of product
- Provide quality customer service to approximately 45 people each day

If you have no related experience, move this section up and expand it

ACTIVITIES: Messiah College Student Senate
Volunteer, Bethesda Mission Youth Program

SEE REVERSE SIDE FOR GUIDELINES

RESUME GUIDELINES

- Resumes are your “foot in the door” for an interview
- Limit your resume to one page
- Your email address should be professional (nothing like – “hotstuff@yahoo.com”)
- On a daily basis, check the email address(es) you have listed on your resume
- Use action verbs to describe your experience – e.g., supervised, coordinated, assisted
Past tense action verbs should be used for experiences that are finished. Present tense should be used for current work.
- Quantify your experience where possible – e.g., Managed program involving over fifty people
- Work should be listed in reverse chronological order - the most recent experience is first
- Use “bullets” in your format, like those on this page. They allow a person to quickly see what you have done. Do not use sentences and paragraphs.
- Use a standard font like Times New Roman or Arial. If your resume is emailed, a standard font can be viewed on most any computer, without losing formatting.
- Font size should be 10-12 pt. throughout. Some of the Microsoft Word templates use a very small font (8 or 9 pt.) for your address, phone and email. When faxed, these become very hard to read.
- Margins should be no less than .75” and no greater than 1.25”
- **Guidelines for emailing your resume**
 - All of the above guidelines apply
 - Before you fill-in anything else, attach your resume
 - Type in the correct email address for your contact
 - Do NOT send one email to multiple sites. You should tailor your email for one organization at a time.
 - Subject should be descriptive: “Resume - Spring Justice Internship - Lauren Bacall”
 - Body of the email serves as your cover letter; write just a couple brief paragraphs
 - Be sure to “sign” it with your full name and complete contact information at the end of the email; do not rely on the recipient to find out that information from your resume
- **Guidelines for mailing your resume or for handing it out at internship/job fairs**
 - Print your resume on white or a light, pastel-colored paper (blue or cream). It allows for good-quality photocopies to be made.
 - Use paper with a little bit of thickness and/or texture; not normal copier paper
 - For large organizations - If you really want a particular position and want to be sure your resume gets at least a first look, use something like a Fed-Ex or UPS overnight, or two-day service, to send it.

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Internship Program – Faculty Advisor Authorization

Section 1: Student Applicant (Please complete Section I and forward to your faculty advisor.)

Student Applicant's Name (Please print): _____

Term for participation: Fall 20 ____ Spring 20 ____ Summer 20 ____

Time commitment: Full-time Part-time (Hours/week desired _____)

Estimated number of (elective) credits to be earned _____ Campus Box # _____

Do you, the candidate of this form, waive your right of access (as afforded under state and federal law) to the information provided in this form? Yes No

Student Signature _____ Date _____

Section 2: Faculty Advisor

Please be informed that the student named above is applying for an internship. Please take a few minutes to respond to the following questions. Information from this form may be shared with prospective site sponsors. Please note the student's response above regarding waiver of access.

1. Will an internship experience (as defined above) fit into the student's curriculum plan?
 Yes No Uncertain

2. Indicate how well you know this candidate (check one):
 Very well Fairly Well Somewhat Hardly know

3. Check the most appropriate response below:
 I heartily recommend this candidate for an internship.
 I recommend this candidate for an internship.
 I hesitate to recommend this candidate for an internship.
 I cannot recommend this candidate for an internship.
 Please call me to discuss. My extension is _____.

4. If you wish, please comment on any responses above and/or on the character of the student.
(Use the reverse side of this sheet, if needed)

Faculty Advisor (please print last name) _____

Faculty Advisor Signature _____ Date _____

Thank you for your remarks! Please return to the Internship Center – Box #4514