

## **SUMMER SEMESTER LONG INTERNSHIP APPLICATION AND REGISTRATION FORM**

Complete this application/registration form if you are planning to complete a 12-Credit Semester Internship during the summer term at Endicott College.

### **PROGRAM FEATURES**

- A required 10-week internship field-experience related to the student's major field of study. Full day tuition is required during the internship period because students receive 12 credit hours for completing the internship and class.
- Students must have at least a 2.5 G.P.A. to participate in summer semester long internships.
- An online seminar taught by an instructor.
- A site visit or phone/video conference is scheduled at the internship site and should include the student, faculty, and Site Supervisor
- Enrolling students are required to have reliable internet and email access throughout the course of the summer term
- Other than schedule and format, Summer Semester-Internship conforms to the requirements of the Endicott Semester Internship model offered during the regular academic year.

### **APPLICATION PROCEDURES FOR STUDENTS**

1. Discuss intentions with administrators in the following order 1) Advisor 2) Dean/Chair of School and 3) Internship Coordinator. Obtain all required signatures on this form. Adhering to these procedures will ensure the proper scheduling of required courses and avoid issues related to a student's status as a fulltime student (i.e. additional tuition costs). Submit completed application to the appropriate Internship Coordinator by the published deadline. **Students will be registered upon receipt of the signed form.** (SPECIAL NOTICE FOR STUDENTS COMPLETING INTERNATIONAL INTERNSHIPS AND INTERNATIONAL STUDENTS COMPLETING INTERNSHIPS IN THE US – students must also meet with the Office of Undergraduate International Programs to discuss internship plans, visa requirements, insurance coverage, safety issues, and other requirements. A signature on this form is required. All International Programs requirements must be satisfied before the actual internship proposal will be approved by the Internship Office. **Please be aware that this can be a lengthy process. Adherence to the published deadlines is essential. Refer to Section II on this form)**
2. Students will be billed by the Bursar.
3. Once registered, students must submit the Semester Internship Proposal through COAST. The proposal will then be vetted to make sure the site meets the established requirements for the Semester Internship established by Endicott College. If the proposal is acceptable, it will be approved by the Dean/Chair and the Internship Coordinator.

### **APPLICATION DEADLINES**

**Application Submission Deadline: March 8, 2013**

**Proposal Deadline: May 9, 2013**

**Start date: June 3, 2013**

**End date: August 9, 2013**

**Students needing to request a modification to the established start and end dates for the internship/field experience must obtain permission from their Dean/Chair.**

### **I. STUDENT INFORMATION**

Date of Application \_\_\_\_\_

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_ Major/Concentration: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Class: \_\_\_\_\_

Advisor: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Internship Within the Continental United States \_\_\_\_\_ City, State

Internship Outside the Continental United States \_\_\_\_\_ (Country, City)

*\* International internships must receive approval from the Office of Undergraduate International Programs (complete section "II")*

Student's GPA: \_\_\_\_\_

Student completed: INT100 \_\_\_\_\_ (Semester/Year) INT200 \_\_\_\_\_ (Semester/Year)

Student planning to complete Senior Thesis I \_\_\_\_\_ (Semester/Year)

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## II. SUPPLEMENTAL INFORMATION (FOR INTERNSHIPS OUTSIDE OF THE UNITED STATES ONLY)

For specific questions regarding Section III, please contact the Office of Undergraduate International Programs at [internat@endicott.edu](mailto:internat@endicott.edu).

### Sponsoring Organization Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Student Support Services:** *Please attach* detailed information regarding student support services in country, including housing, emergency support, resident director information, and on-site orientation.

**Visa Requirements:** Many countries require visitors to obtain work/study visas in order to legally enter and remain in the country. It is the responsibility of the student to research and apply for the required visa.

Do you need a visa to intern in the host country?

Yes ☐

No ☐

The Office of Undergraduate International Programs can serve as a resource in understanding the requirements and process. If you need guidance, please contact the Office of Undergraduate International Programs.

**International Health Insurance Coverage:** *Endicott College requires all students participating in internships outside of the United States to be enrolled in supplemental international health insurance. You will be subject to a \$300 Experience Abroad fee. Once your Distance Internship Application is approved, this charge will be reflected on your Endicott tuition bill.*

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## APPLICATION APPROVALS

Signature – Advisor \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature - School Dean \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature - Internship Coordinator: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature - Office of Undergraduate International Programs: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*(The Office of Undergraduate Programs is required to sign for international students completing a US internship or any student completing an internship outside of the United States. Students completing internships in the U.S. may skip this signature.)*

Signature – Director of Internship Program: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**(The Director of Internship needs to sign off on ALL distance applications. Please obtain all of the other signatures before submitting this form to the Director of Internship)**

Signature – Bursar: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**What about the Registrar?**