

Internship Eligibility Form

Please submit the completed form to cesheric@gmu.edu

Student Information:

Intern Name: _____ G#: _____

Phone Number: _____ Mason E-Mail: _____

Intended Internship Semester: Spring Summer Fall Year: _____

Do you meet the following prerequisites?*

- Senior Status Declared SPMT Major Passed SPMT 241 and SPMT 475 (with grade of C or above)
- Discussed internship in person with Internship Coordinator.

*If you do not meet any of these prerequisites please contact Professor Esherick immediately, at cesheric@gmu.edu.

Initial Learning Objectives:

List three to five learning objectives which describe what you want to learn from the internship experience. Objectives should be concise, measurable (e.g. identify, improve, define, compare, apply, understand, develop, write) and attainable actions or behaviors related to particular duties of the internship. An example, "To apply the budget process to large scale events."

1. _____
2. _____
3. _____
4. _____
5. _____

Prospective Internship Site:

Please list three sites you intend to contact for internship placement.

1. Site _____
Intern Responsibilities _____
Site Supervisor's Title or Credentials _____

2. Site _____
 Intern Responsibilities _____
 Site Supervisor's Title or Credentials _____
3. Site _____
 Intern Responsibilities _____
 Site Supervisor's Title or Credentials _____

Additional Information:

Please attach the following in the same email in which you submit this completed form to cesheric@gmu.edu

- Resume (**required for all interns**)
- Documentation of **new** learning experiences (**only if site was previously an employer or practicum**). If required, include the following:
 - The official job description for the previous position
 - A written description, in your own words, of how this new position, will differ **significantly** and **substantively** from the previous position(s); what will be learned that has not already been learned; and how this new position will contribute to your future career goals.
- List any additional course taken concurrently with internship (**not recommended; not to exceed 1 additional course**)

Signature:

Intern: _____ **Date** _____

Faculty Approval:

Yes	No	
		Student meets pre-requisites for 490
		Prospective sites appropriate for 490
		Resume reviewed
		Site was previously an employer or practicum. Documentation of new learning experiences is attached.
		Additional course taken concurrently with internship?

Faculty Advisor: _____ **Date:** _____