



# Internship Eligibility Form

*Please submit the completed form to [cesheric@gmu.edu](mailto: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](mailto: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 <b>new</b> learning experiences is attached.
		Additional course taken concurrently with internship?

**Faculty Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_