



At James Madison University

Internship Application

(Please type or print legibly in black ink)

1. Applying for: _____, _____
Term: Spring, Summer, or Fall Year
2. Name: _____
Last (Family Name) First (Given) Middle
3. Current Address: _____
Street Address City State Zip code
4. Permanent Address: _____
Street Address City State Zip code Country
5. Email Address: _____ 6. Phone(s): _____
7. Gender: Male Female
8. Social Security Number (optional) _____ - _____ - _____ 9. Date of Birth (optional) _____
10. Enrollment Status: _____ Total Number of Credits Earned: _____
(Junior or Senior)
11. Major: _____ Double Major: _____ Minor: _____
12. Estimated Hours Available: _____ per week (minimum of 10 hours per week during business hours for at least 12 weeks)
13. Are you applying for academic credit for this internship? _____. Does your major offer academic credit for internships? If so, please provide the internship supervisor's name and email address within your major below. If not, then you should register for REL 490.
- Internship Advisor: _____ Email Address: _____
14. List course work applicable to your internship:

15. Indicate foreign language ability, including level of proficiency (native speaker, professional, conversational, reading/writing only, elementary):

16. Indicate computer literacy, listing specific software applications and proficiency level:

17. List experience and extracurricular activities applicable to your internship:

18. How did you learn about the internship program at the Gandhi Center? (Please circle)

- [a] Center web site [b] Center literature [c] College Career Center/Faculty Member
- [d] Center Staff [e] Friend [f] Other _____

Signature

Date

Please submit the following materials according to the instructions:

- 1) **Application Form**
- 2) **Résumé**
- 3) **Biography:** approximately 100 words giving a brief description of your background and personal history.
- 4) **Short Essay:** 200–250 words stating your interest in the work of the Gandhi Center, your objectives and expectations of a Center internship, and how these relate to your career goals.
- 5) **Writing Sample:** Submit a pertinent academic paper, preferably 10 pages or less in length.
- 6) **Two Letters of Recommendation:** The letters should be included in the application packet in sealed envelopes. *If absolutely necessary* the letter(s) may be sent by the author to the address below.
- 7) **Official Transcript(s):** Transcript(s) should be included in the application packet in a sealed envelope(s) or may be sent separately to the address below. Please submit official transcripts from every college/university attended.

ALL MATERIALS MUST BE RECEIVED BY THE DEADLINE FOR CONSIDERATION.
Application deadlines are as follows: *Spring:* October 30; *Summer:* March 30; *Fall:* June 30

Send your application packet to: Chair, Educational Programs • Mahatma Gandhi Center • James Madison University,
MSC 2604, Cardinal House • 500 Cardinal Drive • Harrisonburg, Virginia 22807