

# INTERNATIONAL INTERNSHIP PROGRAM

## Fall 2009 DEADLINES

### Prior to March 6, 2009

- (ALL) Write a **personal statement** which includes (who you are, what type of internship placement you are looking for, and how this internship will assist you with future career goals).
- (ALL) Create a draft resume – work with Career Services to draft a resume – participants applying to **Dublin, Geneva, Madrid, and Paris** must obtain resume guideline from Office of International Programs.
- (ALL) Request letters of recommendation from two faculty members. **London** interns are required to obtain a third recommendation letter from a work supervisor.
- (ALL) provide an official transcript requested from the Registrar's Office
- (ALL) Complete the on-line Internship Application **Deadline: March 6<sup>th</sup> for Fall 2009.**
- (ALL) Call x1645 to schedule an appointment with **Susan Atkins, Director of International Programs.** Bring in a draft personal statement and resume for review by Director, OIP.

### Complete by March 6, 2009

- (ALL) On-going Individual meeting Susan Atkins, Director, International Programs as necessary.
- (ALL) Complete the on-line Internship Application **Deadline: March 6<sup>th</sup> for Fall 2009**
- (ALL) Personal Statement that includes your goals for international programs and your resume.
- (ALL) Two Faculty References (London required to have **one** work supervisor reference)
- (ALL) Provide an official Stonehill College transcript requested from the Registrar's Office
- (ALL) **Passport Photos required:** Dublin = 2, Geneva = 4, London = 8, Madrid = 4, Paris = 2. These totals include all the necessary photos for the internship programs.
- **London & Dublin: Course Selection Form** for 3 Birkbeck Courses (**London**) and Dublin Seminar Course = IR 203 Modern Ireland (**Dublin**) must be approved by Richard Finnegan
- **Dublin, Geneva, Madrid, and Paris** students will need to complete on-line registration for EUSA.
- **Madrid & Paris:** Complete the Language Evaluation Form with the chair of Foreign Language Department
- **Geneva & Madrid** interns submit 2 passport photos each
- **London interns:** Acorn Housing Preference Form
- **London interns:** Birkbeck College Course Preference Form (select 3 courses)
- **London interns:** London Application (include 6 passport photos)
- **London, Madrid, and Paris:** Begin gathering materials for your visa application and submit materials.
- **Geneva interns:** Complete the Swiss visa/work permit application- EUSA will provide further information.

### Complete by March 15, 2009

- (ALL) **Deposit Request Form**
- (ALL) Complete **ISIC** (International Student ID) card application (include 1 passport photo and copy of Stonehill ID card).
- (ALL) **Student/Faculty Contractual Agreement-** to be signed by faculty moderator and intern participant including an agreed upon timeline for submitting daily journal and research paper drafts.
- (ALL) **Personal Information Sheet** (include 1 passport photo)
- (ALL) Copy of **Passport** (photo and information pages only)
- **Dublin:** Background Check: it is a **requirement** for all students considering either a psychology placement or a placement at a charity or NGO that deals with vulnerable clients to obtain a background/police check.
- **London interns:** London regulations and procedures agreement
- (ALL) **Travel Details** (as they become available) – send flight details to Susan Atkins via email
- (ALL) All interns **must select pre-designated courses** during the normal course selection period.

### Complete by April/May 2009

- (ALL) **Internship Orientation Meeting – Date TBA**
- (ALL) **Mandatory** pre-departure meeting for all students going abroad – **Date TBA**
- (ALL) Students will be enrolled in Supplemental Overseas Insurance Coverage through CISI (Cultural Insurance Services International)