**Internship Application Form**

*Please attach the following to your application:*

* your **resume**
* a **cover letter** describing your educational background, previous work or internship experiences, community service, and leadership activities
* a **copy of your valid passport**

**Legal Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                       First                                  Middle                    Last

**The internship will fulfill (please check one):**

Major course requirements \_\_\_\_\_ General elective requirements \_\_\_\_\_

**Level of Italian Language:** beginner \_\_\_\_\_ intermediate \_\_\_\_\_ advanced \_\_\_\_\_

**What is your Major Field of Study? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please list all relevant coursework you have taken towards your major and minor:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Year of Study (check one):** Junior\_\_\_\_\_ Senior\_\_\_\_\_

**What is your current cumulative GPA?**\_\_\_\_\_\_\_\_\_ **GPA in major?** \_\_\_\_\_\_\_\_

**Your Age**: **\_\_\_\_\_\_\_\_\_**

**Your Skype name (for internship interview)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In which period would you like to register for an internship?**

Spring semester \_\_\_ Summer I \_\_\_ Summer II \_\_\_\_ Summer III \_\_\_

Fall semester \_\_\_\_ J-term \_\_\_ MayMester \_\_\_ YEAR \_\_\_

**Number of credits needed: (please check one):**

3 credits \_\_\_\_\_\_\_ (135 hours total including meetings, on site work, and related project work)

6 credits \_\_\_\_\_\_\_ (270 hours total including meetings, on site work, and related project work)

**Please describe the types of activities/responsibilities you are seeking in your internship.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Skills Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| Formal writing (emails, protocols, brochures, etc.)1 2 3 4 5 | Creative writing (blogs, promotions)1 2 3 4 5 | Face-to-face interaction(networking, sales)1 2 3 4 5 | Social media account management 1 2 3 4 5 |
| Graphic design (ads, posters, brochures, etc.)1 2 3 4 5 | Microsoft Office (Word, Excel, PowerPoint)1 2 3 4 5 | Public speaking (giving presentations)1 2 3 4 5 | Event planning1 2 3 4 5 |
| Research and data collection1 2 3 4 5 | Creativity (proposing projects, strategies, etc.)1 2 3 4 5 | Time management1 2 3 4 5 | Initiative (ability to work independently and effectively)1 2 3 4 5 |
| Leadership1 2 3 4 5 | Teamwork 1 2 3 4 5 | Effective verbal communication1 2 3 4 5 | Effective written communication 1 2 3 4 5 |

**Character Traits Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ambitious1 2 3 4 5 | Attentive1 2 3 4 5 | Confident1 2 3 4 5 | Considerate1 2 3 4 5 | Cooperative1 2 3 4 5 |
| Curious1 2 3 4 5 | Decisive1 2 3 4 5 | Dependable1 2 3 4 5 | Determined1 2 3 4 5 | Eager1 2 3 4 5 |
| Efficient1 2 3 4 5 | Energetic1 2 3 4 5 | Imaginative1 2 3 4 5 | Independent1 2 3 4 5 | Hard working1 2 3 4 5 |
| Mature1 2 3 4 5 | Organized1 2 3 4 5 | Polite1 2 3 4 5 | Positive thinker1 2 3 4 5 | Reliable1 2 3 4 5 |
| Responsible1 2 3 4 5 | Work Alone1 2 3 4 5 | Work with group1 2 3 4 5 | Work with Peers1 2 3 4 5 | Work with Mgmt.1 2 3 4 5 |
| Language Barrier Comfort1 2 3 4 5 | Adapting to diff. Culture1 2 3 4 5 | Willingness to Learn1 2 3 4 5 | Willingness to make decisions1 2 3 4 5 | Ability to think “out of the box”1 2 3 4 5 |

**Agreement to the processing of personal data**

      The undersigned (name and surname)

-gives his/her consent for the processing of the sensitive data required  to undertake the operations indicated in the information.

       \_\_\_\_\_I give my consent \_\_\_\_I refuse my consent

 -gives his/her consent to the communication of his/her personal data for  the reasons indicated and to the subject indicated in the information and  for the transfer of his/her personal data.

      \_\_\_\_\_I give my consent \_\_\_\_I refuse my consent

I understand that Sant’Anna Institute does not guarantee placement in a specific internship location.  The assignments are based on the review of the application, an interview with the Internship Coordinator, and the relevant needs of the work placement. In addition, once the internship is confirmed, students are not able to drop the course unless under extreme circumstances as approved by the Sant’Anna Academic Coordinator.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_