



Wilder School Internship Program Frequently Asked Questions

I. The Application Process

Q: Who is eligible for participation?

A: Undergraduate and graduate students are eligible. You must have completed at least 18 credit hours and have a 2.7 GPA in your major.

Q: How do I find an internship position?

A: There are a number of positions listed on the Internship Program page (<http://www.pubapps.vcu.edu/gov/academics/default.asp?ID=90>). You should identify opportunities of interest and contact the organization to begin the application process for the position. Also, as new opportunities come about, information is sent out via email. Individuals may also find positions independently; however, the position must be approved by the Internship Coordinator in order to count for academic credit.

Q: What application materials do I need to submit to the Wilder School?

A: You must provide a completed application and copy of your transcript (unofficial is acceptable) to the Internship Coordinator. The application is available on the Internship Program page of the Wilder School website (<http://www.pubapps.vcu.edu/gov/academics/default.asp?ID=90>).

Q: How do I submit an application?

A: The application materials can be submitted to Farrah Graham, the Internship Coordinator, by placing them in her mailbox on the first floor of Younger House (919 W. Franklin Street).

Q: When is the application deadline?

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| A: | Fall semester | August 1 |
| | Spring semester | November 1 |
| | Summer semester | April 1 |

II. Academic Requirements

Q: How do I receive academic credit for my internship?

A: After the application is approved, you will receive information about obtaining an override form to enroll in the internship course, GVPA 493.

Students have the option of taking between 1 and 6 credit hours. Students must work 50 hours per credit (i.e., a student taking three credits must complete 150 hours of internship work within the semester).

Q: What are the requirements of the internship course?

A: After enrolling, you will receive a syllabus outlining the course requirements and the respective due dates. Students are expected to complete a paper reflecting on their experience and relating their experience to a substantive topic in their major. Students will also provide time logs and supervisor evaluations.

For more information visit the Internship Program on the Wilder School website:

<http://www.pubapps.vcu.edu/gov/academics/default.asp?ID=90>

Or contact:

Farrah Graham, Internship Coordinator

Younger House, Room 105

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