



**PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS
PERFERABLY TYPED OR IN BLACK INK AND REFERENCE THE
FOLLOWING CHECKLIST:**

| | |
|--|---|
| <input type="checkbox"/> Internship Application Form | <input type="checkbox"/> One professional reference |
| <input type="checkbox"/> A current CV/resume | <input type="checkbox"/> One academic reference |
| <input type="checkbox"/> A generic cover letter | <input type="checkbox"/> Police Background Check |
| <input type="checkbox"/> Two passport size photos | |

**CENTERS FOR ACADEMIC PROGRAMS ABROAD
INTERNSHIPS APPLICATION and AGREEMENT**

Program Location: _____ **CAPA Program Code:** _____

Name: _____ **Sex:** _____

Date of Birth: (D/M/Y) _____ **Nationality:** _____

Address: _____ **Emergency Contact:** _____

_____ **Emergency Contact Phone:** _____

Cell: _____

Home Phone: _____

E-Mail _____

Sponsoring Institution:

Home Campus (if different):

Major:

Minor:

Are you taking this Internship for credit?

If yes, how many? 3 6 Other _____

Please list any course work or experience gained through your degree that is relevant to your internship goals.

Please attach 2
passport-sized
photos here

Experience

Please list your three most important examples of employment, responsibility or activity. Include a description of your duties and any skills you acquired.

1. _____

2. _____

3. _____

Placement Areas / Type of Work

Please list your desired areas of work in order of preference. You must list all three areas. Please note that it may be necessary to place you in any of the three areas you list.

1. _____

2. _____

3. _____

What are your future career plans and how will your internship placement area relate to these plans?

What type of duties do you expect to be given?

Please provide any additional information that will assist us in locating the most appropriate and rewarding placement for you. Include any special skills you may have i.e. computers, languages, strengths, personal qualities, etc. (Use an additional sheet if necessary)

If you are seeking a political placement, how important is it that your site reflects your political beliefs and if so please give an indication of what those beliefs are?

Please read this copy and sign it.

INTERNSHIP AGREEMENT

1. Internships are non-paying.
2. You should be aware that while we try to secure a placement within an area you specify, there is no guarantee that we can find a placement that exactly meets your expectations and you may be placed in an alternate, but related area.
3. Your site is expected to provide a site supervisor, who will serve as your point of contact and advise you on work related issues. It is the intern's responsibility to maximize that opportunity by observing the practices of the workplace and asking pertinent questions.
4. The CAPA Internship Supervisor is there to help you and act as a conduit between yourself and the site. You should feel free to contact the CAPA supervisor for advice and assistance during office hours. An appointment should be made when a meeting is required.
5. You will be required to commit to a minimum of 15 hours per week. The precise number of hours will vary according to your program. Exact scheduling will be worked out with your site supervisor at your interview in country.
6. Completion and return, to the CAPA internship staff, of the 'Internship Interview Feedback Form' is mandatory.
7. Internships hours do not include travelling time. Expect to spend at least an hour commuting.
8. An intern is expected to demonstrate an acceptable degree of competence and initiative before being given more meaningful tasks.
9. If issues arise it is the intern's responsibility to initiate dialogue with their site supervisor and inform CAPA internship staff.
10. It is your site supervisor's prerogative to make changes to your duties and assign you other tasks.
11. Interns are expected to maintain acceptable standards of dress, behaviour, and respect in interaction with colleagues, supervisors and managers.
12. Interns must follow all conditions of employment at their internship site.
13. You are required to inform your supervisor at your internship site of any planned or unplanned absences or tardiness. Missed hours must be made up.
14. At the beginning of every program there is a compulsory internship orientation.
15. Interns must attend their interview at the stated time
16. **Sites retain the right to refuse an intern on the basis of their interview.** There will be no refund in this instance. CAPA will provide a second placement opportunity.
17. In the event of an internship being terminated the Internship Supervisor will assess the individual situation and act accordingly. There will be no refunds. An alternative site will be provided only if the circumstance is deemed appropriate.
18. **The CAPA Internship Supervisor has the right to terminate an internship at any time there is evidence or communication from the internship site that the student has failed to meet his or her basic responsibilities. The decision is final and may not be appealed. Under such circumstances the student will be removed from the CAPA programme. There will be no refund.**

I have read the above conditions and agree to abide by them.

Intern _____ Date ____/____/____

Internship Supervisor _____ Date ____/____/____