

Intern Application

GENERAL INFORMATION

A completed Application Packet includes:

- ☐ Intern Letter of Intent.
- ☐ Current Resume: Your resume should not exceed one page. Please be sure to include your email and phone number.
- ☐ Two Letters of Recommendation
- ☐ Completed Application
- ☐ DD Form 2793 (HR)

Intern Application Packets will be reviewed by an MCU panel within four weeks of submission. Selected applicants will be notified via email or phone number provided on the resume.

Qualifications

- MCU interns are typically enrolled in a degree-seeking program at time of application (graduating students may apply).
- Interns at MCU often are majoring or minoring in international relations, political science, economics, or other fields related to MCU's national security mission, and have completed some coursework in these areas.
- Some interns may be majoring in finance, communications, marketing, media, business management, public affairs, library science, engineering, and exercise science or other relevant fields.
- Please consult individual components for specific qualifications.

All successful candidates must demonstrate their ability to perform the following tasks:

- Prioritize, organize, and complete tasks with minimal supervision;
- Use library resources to gather relevant data to support faculty research;
- Work as a team player;
- Communicate at a sophisticated level via written and spoken word;
- Use social media tools for information dissemination and community engagement activities;
- Foreign language skills are highly desired, but not required.
- Some internships may be performed remotely.

Upon successful completion of Internship, the student intern's sponsoring school/agency will provide a rubric directly to the intern's MCU Supervisor in order to provide documented feedback toward intern assessment. All interns are encouraged to stay in contact with their MCU Supervisor for networking purposes and as a professional courtesy.

TO BE COMPLETED BY INTERN APPLICANT

Name _____

University/College/School _____

University/College Address _____

Major _____

Minor (if applicable) _____

GPA _____

Phone _____ Email _____

Home Address _____

Area(s) of Interest _____

TO BE COMPLETED BY INTERN APPLICANT'S ACADEMIC INSTITUTION

Faculty Sponsor _____ Phone _____

Total No. of credits toward Major _____

TO BE COMPLETED BY MARINE CORPS UNIVERSITY OFFICIALS

MCU Faculty/Staff Supervisor

MCU Faculty/Staff Phone (office) _____ (cell) _____

Email _____

Internship Title _____

Dates of Internship: _____ to _____

Minimum hours per week _____

Days per Week (S__ M__ T__ W__ TH__ F__ SA__) – Check mark for all that apply.

Internship Description of Duties (Please be specific and thorough)

SIGNATURES

The signatures of the applicant and MCU Supervisor indicate approval of the Internship. Related paperwork (DD 2793 Volunteer Form) must be completed within ten days of the beginning of the Internship. Internships at Marine Corps University are pending final approval by Faculty Host as well as Marine Corps approving authorities.

The Internship applicant acknowledges that he or she has read and understands the Marine Corps University Internship Regulations and Policies on this application and will be responsible to adhere to all said Regulations and Policies. Marine Corps University reserves the right to remove an Intern at its sole discretion. The Internship Applicant assumes responsibility for job commitment and agrees to perform in a professional manner. The Internship Applicant agrees to assume responsibility for any loss, damage, or injury that may result from participation in the Internship, and the Internship Applicant will not hold Marine Corps University or its employees responsible for damages that may occur during the course of the internship at Marine Corps University. Internship Applicants are encouraged to obtain insurance coverage for personal liability.

Internship Applicant Signature: _____ **Date** _____

_____ **MCU Supervisor Signature:**

_____ **Date** _____

In case of emergency, contact: (Please print clearly)

(Name) _____

(Relationship) _____ **Phone** _____

Email _____