Intern Application

GENERAL INFORMATION

A completed Application Packet includes:

- Intern Proposal Paper to include areas of interest: Should be between 150 - 400 words in length
- 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 minorining 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;
- Work amiably with people of diverse cultures and backgrounds;
- 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/CollegeAddress _____________________________________________________________

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 Hosting College/School, etc.

_____________________________________________________________________________________

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)

_____________________________________________________________________________________

_____________________________________________________________________________________

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Enclosure (40)
SIGNATURES

The signatures of the applicant and MCU Supervisor indicate approval of the Internship. Related paperwork 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 ___________________________________________________________