

Appendix T
Intern and Research Assistant Applications

INTERN APPLICATION

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 (Please print)
_____ Phone _____

Total No. of credits toward Major _____

TO BE COMPLETED BY MARINE CORPS UNIVERSITY OFFICIALS

MCU College/School, etc.

MCU Supervisor

MCU Supervisor Phone _____

Email _____

Title _____

Dates of internship _____ to _____

Minimum hours per week _____

Days per Week (S M T W TH FR SA) - Circle all that apply.

Internship Title and Description of Duties (Please be specific and thorough)

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 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;
- 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.

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 MARINE CORPS UNIVERSITY OFFICIALS

MCU Hosting College/School,
etc. _____

MCU Faculty/Staff
Supervisor _____

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

Email _____

Dates of Internship: _____ to _____

Minimum hours per week _____ Days per Week (S M T W TH FR SA) -
Circle all that apply.

RESEARCH ASSISTANT APPLICATION

TO BE COMPLETED BY RESEARCH ASSISTANT (RA) APPLICANT

Name _____

University/College/School _____

University/CollegeAddress _____

Major _____

Minor (if applicable) _____

GPA _____

Phone _____ Email _____

Home Address

Area(s) of Interest

Number of hours per week you are looking for: _____

*Applicants must be U.S. citizens, 18 years of age on or before the first day of the assistantship and meet at least one of the following criteria:

*Currently enrolled in a graduate degree program at a college or university (four year institution).
Graduated from a graduate degree program at a college, community college, or university. A veteran of the United States Armed Forces who possesses a high school diploma or its equivalent and has served on active duty, for any length of time, in the two years preceding the first day of the Research Assistantship.

TO BE COMPLETED BY MARINE CORPS UNIVERSITY OFFICIALS

MCU Hosting College/School, etc.

MCU Faculty/Staff Supervisor

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

Email _____

Title _____

Dates of Research Assistantship: _____ to _____

Minimum hours per week _____

Days per Week (S M T W TH FR SA) - Circle all that apply.

Please answer the following completely (Please print your answers)

1. What relevant courses have you taken and where (please include the number and name of the course)?

2. Describe any previous research experience.

3. Describe any relevant professional experience (i.e. internships, volunteering, etc.).

4. Please provide a preliminary estimate of your availability (Dates and times).

5. Please write a brief paragraph describing why you are interested in working at MCU.

6. Briefly describe your future academic/professional plans, including educational goals.

GENERAL INFORMATION

How to Apply

Anyone who wishes to apply to be a research assistant at MCU should submit the following application materials:

- A cover letter stating which position is of interest to you and why.

- A copy of your resume.
- Two Letters of Recommendation emailed (from your professors or employer) to kimberly.florich@usmcu.edu.
- Current Transcripts either emailed or mailed to kimberly.florich@usmcu.edu OR MCU Intern Program (ATT: Dr. Kim Florich), 2076 South St. Quantico, VA 22134.

***Applicants must be eligible to work in the U.S.**

***MCU Research Assistants (RAs) provide support on a variety of tasks and projects. Applications are accepted on an ongoing basis to fill program needs. The majority of RAs are hired to work one-on-one with faculty and/or staff. Interviews begin for RA positions one to two months before the anticipated start date.**

Research Assistants are highly encouraged to stay in contact with their MCU Host for professional purposes.

SIGNATURES

The signatures of the applicant, faculty host, and department chair indicate approval of the Research Assistantship. Related paperwork must be completed within ten days of the beginning of the Research Assistantship. Research Assistantships at Marine Corps University are pending final approval by Faculty Host as well as Marine Corps approving authorities.

The Research Assistant Applicant acknowledges that he or she has read and understands the Marine Corps University Research Assistant 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 a Research Assistant at its sole discretion. The Research Assistant Applicant assumes responsibility for job commitment and agrees to perform in a professional manner. The Research Assistant Applicant agrees to assume responsibility for any loss, damage, or injury that may result from participation in the Research Assistantship, and the Research Assistant 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. Research Assistant Applicants are encouraged to obtain insurance coverage for personal liability.

Research Assistant Applicant

Signature _____ Date _____

MCU Supervisor

Signature _____ Date _____

In case of emergency, contact: (Please Print Clearly)

(Name) _____

(Relationship) _____ Phone _____

Email _____

- *Research Assistant (RA) Applicant: Person making application to serve as MCU Research Assistant**
- *Faculty Sponsor: Research Assistant's supervising professor or employer**
- *MCU Faculty Supervisor: RA's primary supervisor during assistantship**