

BRYN ATHYNN COLLEGE

Internship Application

Intern

Name: _____ Age: _____ Date: _____

Mailing Address: _____
STREET/P.O. BOX/APT. NO.

CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY

Phone: _____ Email: _____

Advisor

Name: _____

Phone: _____ Email: _____

Prerequisites

Have you completed at least two terms at Bryn Athyn College? Yes No

Have you earned at least a 2.7 GPA while at Bryn Athyn College? Yes No

Have you decided to get a Bachelor's Degree at Bryn Athyn College? Yes No Major: _____

Internship

Type of internship: Course Career-related Service work

Please describe any relationship between your studies and this internship in your application essay.

Organization where you will do the internship: _____

Supervisor or mentor: _____

Mailing Address: _____
STREET/P.O. BOX/APT. NO.

CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY

Phone: _____ Email or webpage: _____

Term/dates of the internship: _____ Approximate hours per week: _____

Total hours: 3 credits/200 hours 1.5 credits/100 hours 1 credit/67 hours Other: _____

Do you have financial support for this internship? Yes No

Do you agree to keep a journal? Yes No

Do you agree to do a final project? Yes No

Do you agree to meet with Laura Nash during your internship? Yes No

Requirements

In order to receive credit, your application, essay, and learning plan must be submitted and approved by the end of the term prior to the internship.

Essay

Write an essay about WHY you want this internship and when and where it will take place. The essay should cover:

- Why you picked this internship
- Its relationship to your career or studies
- Skills you want to learn
- Projects you want to work on
- Ways you could serve others
- Cross-cultural experiences you hope to have

Learning Plan

Use the information on the next page to create a Learning Plan to clarify your goals and objectives. Submit your Learning Plan to Laura Nash for discussion and review, then finalize it with your internship supervisor. At the end of the internship, Laura Nash and your supervisor will review your Learning Plan and assign a grade.

Journal

During your internship, keep a reflective journal to document the internship and your progress on your goals. Write one paragraph for every four hours of work and submit the journal bi-weekly to Laura Nash. Further guidelines will be given to you.

Final Project

Your final project will display what you learned and accomplished during your internship. Discuss the format of the project with your supervisor to determine what will be appropriate to the nature of the internship. Some project options include: a paper, presentation, video, magazine articles, or an article in The Beacon. The final project is included as part of your grade and should be submitted by the last week of your internship.

Learning Plan

Before your internship begins, create a learning plan to clarify your goals and objectives. Be sure to talk this plan over with your supervisor — you will both be asked to sign it. At the end of the internship, Laura Nash and your supervisor will review this plan and assign a grade.

Skill Areas

Use the categories below to identify at least three skill areas. Select your current developmental level as well as the level you hope to achieve by the end of your internship. Write a paragraph about each skill area.

1. Personal Development: Career Awareness

- Level 1: Demonstrate self-awareness by assessing values, interests, skills and abilities
- Level 2: Identify potential career options
- Level 3: Set long-term career goals and short-term action steps
- Level 4: Articulate a “calling” to use one’s gifts to help society
- Level 5: Integrate values, interests, skills and abilities into an intentional strategy for career development

2. Interpersonal Development: Civic Involvement

- Level 1: Seek opportunities to serve people on campus
- Level 2: Seek opportunities to serve people in neighboring communities
- Level 3: Seek opportunities to serve people who live at a distance
- Level 4: Develop a sensitivity to alternative points of view
- Level 5: Act as a change agent, questioning existing conditions
- Level 6: Integrate values, interests, skills and abilities into an intentional strategy for civic involvement

3. Interpersonal Development: Cross-cultural Involvement

- Level 1: Seek opportunities to become familiar with international students
- Level 2: Understand perspectives of people from other cultures
- Level 3: Seek opportunities to serve people from other cultures
- Level 4: Respect diverse perspectives on complex social issues
- Level 5: Integrate values, interests, skills and abilities into an intentional strategy for cross-cultural involvement

4. Interpersonal Development: Leadership

- Level 1: Work in groups to achieve common goals
- Level 2: Demonstrate a capacity to adapt while influencing others to adapt
- Level 3: Motivate and empower group members to get involved
- Level 4: Seek opportunities to lead groups
- Level 5: Integrate values, interests, skills and abilities into an intentional strategy for leadership involvement

5. Interpersonal Development: Listening

- Level 1: Apply active listening skills one-on-one, reflecting feelings
- Level 2: Apply active listening skills one-on-one, reflecting opinions
- Level 3: Demonstrate confidence in using active listening skills
- Level 4: Use effective listening skills in difficult internship relationships

6. Competency Development: Analytical Thinking

- Level 1: Compare and contrast information
- Level 2: Evaluate information from various sources
- Level 3: Synthesize information into new combinations
- Level 4: Formulate questions, analyze problems, propose solutions
- Level 5: Apply academic learning to internship challenges
- Level 6: Adapt behaviors to changing conditions in internship

7. Competency Development: Technical Skills

- Level 1: Demonstrate awareness of technical skills
- Level 2: Seek opportunities to get training in technical skills
- Level 3: Complete required training in technical skills
- Level 4: Apply technical skills to challenges in internship

Signature Sheet

Please attach this sheet to your learning plan and essay.

We have all read this student’s learning plan, and we agree that the goals are attainable.

Intern

Signature: _____

Name (*printed*): _____ Date: _____

Supervisor

Signature: _____

Name (*printed*): _____ Date: _____

Internship Director

Signature: _____

Name (*printed*): _____ Date: _____

Thank You!

Please return the completed form to: Laura C. Nash, Internship Program Coordinator
Bryn Athyn College · 2965 College Drive, P.O. Box 717 · Bryn Athyn, PA 19009 USA
Phone: 267.502.2412 · Email: laura.nash@brynathyn.edu