



# Internship Application

CGE welcomes you to our Internship program in conjunction with CGE Study Abroad opportunities. In preparing for your future within a profession or ministry, your experience gained through study abroad and intern work is priceless! CGE is committed to helping you find the right placements and will provide a well-structured support system to aid in your success.

Note: CGE will also utilize information from your study abroad application. If you have not already submitted your study abroad application, please do so [HERE](#) and email it to [projects@cgedu.org](mailto:projects@cgedu.org) before continuing with the internship application.

Please scan and email completed application materials to [contact@cgedu.org](mailto:contact@cgedu.org)

For questions, please call the CGE office at 770-321-4897 or email [contact@cgedu.org](mailto:contact@cgedu.org)

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Campus: \_\_\_\_\_

Email: \_\_\_\_\_

Desired Internship Country Location: \_\_\_\_\_

## Internship Application Checklist

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|---|--|
| <input type="checkbox"/> Internship Application Form                                      | <input type="checkbox"/> One professional reference from work experience |
| <input type="checkbox"/> Current Resume (no longer than 2 pages)                          | <input type="checkbox"/> One academic reference from university faculty  |
| <input type="checkbox"/> Short introduction letter from your univ. advisor or dept. chair | <input type="checkbox"/> Scan of front picture page of valid passport    |

# Student Information

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Gender: Male \_\_\_\_ Female \_\_\_\_      Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

Telephone: \_\_\_\_\_ Current Active Email: \_\_\_\_\_

# Emergency Contact Information

Emergency Contact Full Name: \_\_\_\_\_

Relation: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

# School Information

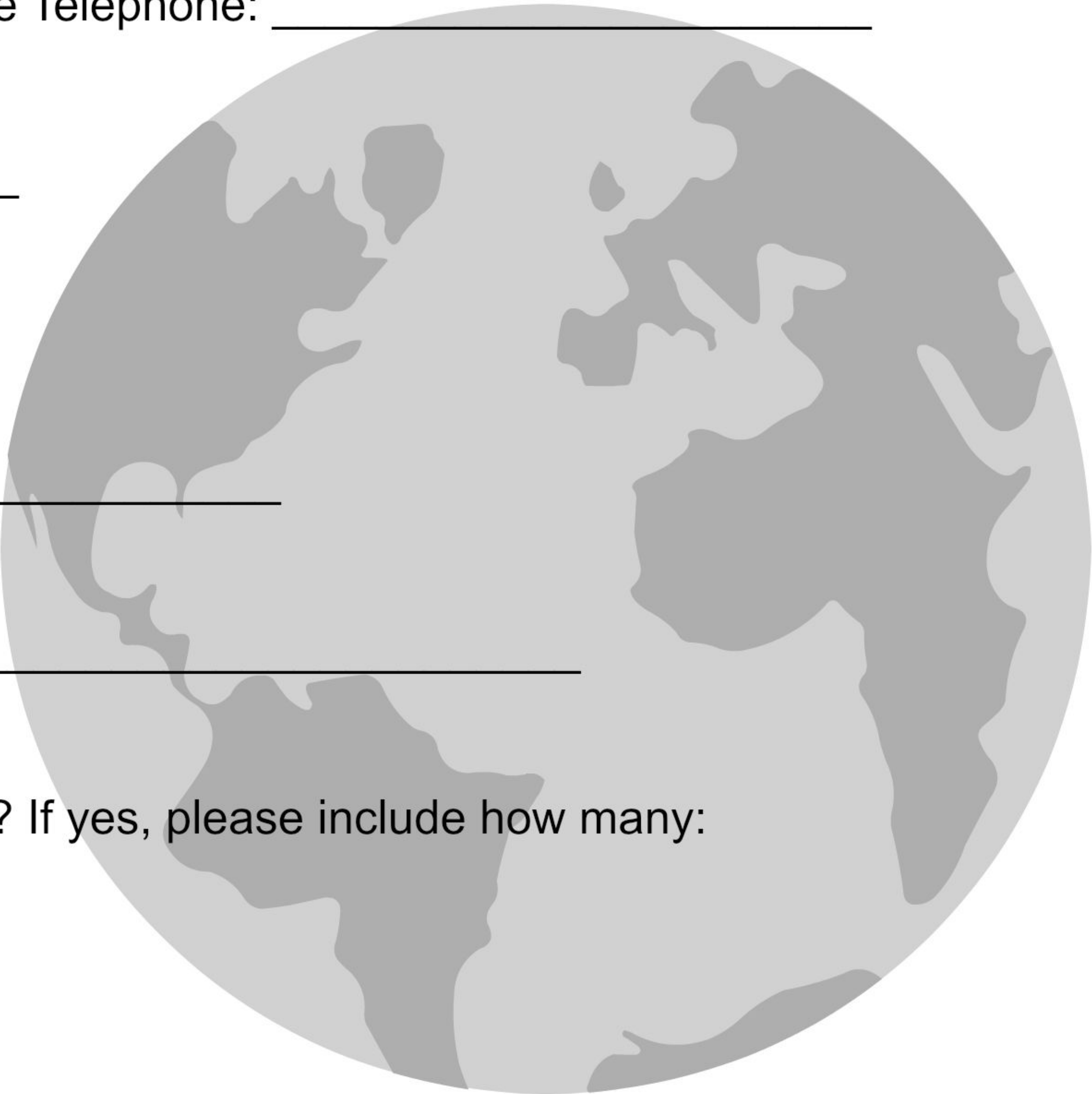
Home Campus: \_\_\_\_\_


Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Will you be receiving credit for this internship? If yes, please include how many:

Yes \_\_\_\_; I will be receiving \_\_\_\_ credits.

No \_\_\_\_





Do you require accommodations for a disability at your internship site? If yes, please submit detailed information.

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes to the above question, please provide detail below:

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Please list coursework gained through your university that is relevant to your internship goals:

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Please provide previous examples of employment or other activities in which you have demonstrated responsibility:

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Please list your desired work fields in order of preference:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

What are your future career plans and how do you plan to use this internship to aid in those future goals?

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Please provide any additional information that will aid us in your placement. Include special skills you may have (i.e. strengths, languages, etc.):

# Internship Agreement

1. Internships are non-paying.
2. 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 practices of the workplace and asking questions.
3. The CGE Internship team is there to help you and act as a conduit between yourself and the site. Please feel free to contact the CGE office for advice and assistance during office hours. Contact information: 770-321-4897 or [contact@cgedu.org](mailto:contact@cgedu.org)
4. The number of hours will vary according to your program; however, most interns are required to commit a minimum of 15 hours per week. Exact scheduling will be worked out with your site supervisor.
5. Internship hours do not include traveling time.
6. An intern is expected to demonstrate an acceptable degree of competence and initiative before being given more meaningful tasks.
7. If an issue arises, it is the intern's responsibility to initiate dialogue with their site supervisor and inform the CGE office.
8. It is your site supervisor's responsibility to contact CGE to make any changes to your duties and assign you other tasks.
9. Interns are expected to maintain acceptable standards of dress, behavior, and respect in interaction with colleagues, supervisors and managers.
10. Interns must follow agreed upon conditions of employment at their internship site.
11. You are required to inform your supervisor at your internship site of any planned or unplanned absences or tardies. Missed hours must be made up.
12. At the beginning of every program, there is a compulsory internship Skype call with the CGE office. CGE Skype ID: [cge.contact1](#)
13. Interns will complete a progress report form every 2 weeks and send it to the CGE office.
14. In the event of an internship being terminated by the site, the CGE office will assess the individual situation and act accordingly. There will be no refund. An alternative site will be provided only if the circumstance is deemed appropriate.
15. The CGE office has the right to terminate an internship at any time if there is evidence 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 CGE internship program; forfeit all program fees, and must return to the United States immediately at their own expense.

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

Intern:

Date (MM/DD/YYYY): //