

Student Information

Name: _____
Major: _____
Minor: _____
Current phone: _____

Student I.D.: _____
Anticipated Year of Graduation: _____
Email: _____

As part of the D.C. Semester you will participate in an internship in your area of study. We need certain information about your interests and your major to help find an appropriate placement for you. Please fill out this form and submit it and a resume along with your application.

Internship placements are dependent on what is available and the previous experience and qualifications of each student. Your responses to this questionnaire are initial guidelines for our staff. Placements will be explored but not arranged until you have been interviewed and it is clear that the proposed placement is appropriate for you. We can not guarantee your first choice, but every effort will be made to place you in your desired field.

Circle 2 of the 8 internship areas (indicating your first and second choice) and then rank your top three fields of interest within each area.

1. Advertising/Marketing/Public Relations

- | | |
|--|---|
| <input type="checkbox"/> Advertising: research | <input type="checkbox"/> Marketing: product development |
| <input type="checkbox"/> Advertising: account management | <input type="checkbox"/> Marketing: research |
| <input type="checkbox"/> Advertising: planning | <input type="checkbox"/> Marketing: general |
| <input type="checkbox"/> Advertising: creative | <input type="checkbox"/> Other (please specify)_____ |
| <input type="checkbox"/> Public relations: in-house | |
| <input type="checkbox"/> Public relations: agency | |

2. Business

- | | |
|--|--|
| <input type="checkbox"/> Banking | <input type="checkbox"/> Accounting |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Other (please specify)_____ |
| <input type="checkbox"/> Economic research | |
| <input type="checkbox"/> Human resource management | |

3. The Arts

- | | |
|---|--|
| <input type="checkbox"/> Literature | <input type="checkbox"/> Music |
| <input type="checkbox"/> Museums/heritage | <input type="checkbox"/> Other (please specify)_____ |
| <input type="checkbox"/> Visual arts | |

4. Politics

- Political party
- Issue-based work (please specify)
- Research
- Other (please specify)_____

5. NGOs and Voluntary Organization

- | | |
|---|---|
| <input type="checkbox"/> International relations agency | <input type="checkbox"/> Educational institution (please specify) |
| <input type="checkbox"/> Non-profit organization (please specify) | <input type="checkbox"/> Other (please specify)_____ |
| <input type="checkbox"/> NGO (please specify)_____ | |

6. Health and Human Services

- | | |
|--|--|
| <input type="checkbox"/> Psychology | <input type="checkbox"/> Other (please specify)_____ |
| <input type="checkbox"/> Sociology | |
| <input type="checkbox"/> Physical health | |

7. Broadcasting/Film

- | | |
|---|--|
| <input type="checkbox"/> Film | <input type="checkbox"/> Television: production |
| <input type="checkbox"/> Radio: production | <input type="checkbox"/> Television: entertainment |
| <input type="checkbox"/> Radio: entertainment | <input type="checkbox"/> Other (please specify) |

8. Journalism

- | | |
|--|--|
| <input type="checkbox"/> Editing | <input type="checkbox"/> Research |
| <input type="checkbox"/> Electronic publishing | <input type="checkbox"/> Other (please specify)_____ |
| <input type="checkbox"/> Radio, TV | |

On a separate sheet of paper, please provide answers to the following questions:

1. Briefly explain the type of work you would like to do and why.
2. Please list relevant courses completed and the grades you attained in each.
3. Describe any relevant paid or voluntary work experience.
4. What do you perceive as your strengths and weaknesses?
5. What is important to you in a work environment?
6. Please list your computer skills (specify programs).
7. Are you proficient or fluent in any language other than English? Please specify.
8. Please include any additional information that would be useful when considering your internship placement.

Notice to Internship Applicants:

- a) Internship placements are dependent on my previous experience, qualifications and the opportunities available at the time of the placement.
- b) The D.C. Semester Program does not guarantee placement in my requested area of interest.
- c) I understand that standards of acceptable appearance and demeanor vary dramatically from business to business. By participating in Cedarville's D.C. Semester program internship, I understand that I am a representative of the program and of Cedarville University. During my internship I agree to make every effort to be a positive representation.

I have read and understand the above information.

Student signature: _____ Date: _____

Please submit this form and a resume with your program application.