London Internship Field Work Request

study period (check one):  □ Fall Semester  □ Spring Semester  □ Summer

General Guidelines:
• This is a form that our placement coordinators in London will use to help secure an interview at a suitable placement in your area of interest.
• This form makes a first impression on a potential supervisor. Responses must be typed, and your answers should be concise and professional.
• When typing responses, be sure to include the question you are answering.
• Answer the questions on a separate sheet of paper and attach them to the original form.

Student Information

Email Address ___________________________________________  Birth Date _____________________________

Home Institution ________________________________________  Related Courses Completed/To Be Completed Before Program:

Major ___________________________________________________  Grade ________

Minor(s) ___________________________________________________  Grade ________

Career Objective ___________________________________________  Grade ________

Academic Area of this Internship Request ______________________  Grade ________

Nature of Field Work Assignment Desired

Please answer these questions on a separate typed page making sure that you state the question before answering.

1. General information on the fieldwork you wish to undertake.
   This section is where you should indicate the primary focus or emphasis of the work you would like to do, related to your major or area of interest. Indicate the type of work you would like to do, keeping in mind that there are some limitations on what interns are allowed to do in certain fields. It’s best not to list specific companies you wish to work for, as we do not guarantee placements at named companies. The more general your expectations are, the more freedom our placement coordinators have to search for suitable placements.

2. Summarizing your qualifying background and/or previous experience relevant to your fieldwork request.
   In this section, you need to include any previous experience that would be relevant to your internship, i.e. other internships you have done, jobs you have held, etc. and the responsibilities.

3. What career directed benefit do you hope to derive from your internship?
   For this section, you should explain why this internship is relevant to your career goals. Describe how this experience will enhance your future plans.
London Internship Personal Reference

All information on this form must be printed or typed clearly in blue or black ink.

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Student Information

Name ____________________________________________

Current Institution __________________________________________

Birth Date ____________________________________________

E-mail Address __________________________________________

I hereby authorize this form to be completed and sent to Arcadia University. I hereby (check one):  ☐ waive ☐ do not waive my rights of access to this information.

_________________________  __________________________
Student’s Signature Date

To the Referee

The above-named student is applying for an internship in London. This program is designed to combine academic study with a supervised field assignment and research project. Since the Internship Program will require the student to take an active role in a working application of his/her knowledge and skills, your carefully considered responses are important to his/her successful placement. Please attach an assessment of the applicant on your letterhead.

In what courses or work experience have you taught or directed this student?

1. Overall maturity and personal attitude:
2. General interest and motivation:
3. Flexibility and ability to adapt to change:
4. Ability to discharge assigned responsibility with/without close supervision:
5. Ability to work with and show consideration for others:
6. Ability to benefit from constructive criticism:
7. Would you recommend this student for an internship in London without reservation?

Referee: Please list your contact information below. Use the other side of this form for any additional information. Please forward this completed form directly to the Arcadia University, Center for Education Abroad, 450 S. Easton Road, Glenside, PA 19038-3295. Thank you.

Dr/Mr/Mrs/Ms __________________________ Position __________________________

Department __________________________ Institution __________________________

Phone (______) __________________ Fax (______) __________________ E-mail Address __________________________

_________________________  __________________________
Signature Date