



Internship or Directed Research Intent Form

Program Choice (check one): Beijing (BLCU) Shanghai (SUFU) Pune (India)
Study Period (check one): Fall Term Spring Term Summer

General Guidelines

- This is a form that our placement coordinators overseas 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.
- It is your responsibility to research and understand your school's policies regarding internships/directed research and credit transfer. Before submitting this form, meet with your academic advisor to discuss your areas of interest and ensure your proposed internship/research topics will transfer back to your home school.

Name _____
first middle last

E-mail Address _____

Home Institution _____

Major _____

Minor (s) _____

Professional Research and/or Career Objective _____

Primary Area of Academic Interest _____

Birth Date _____

Related courses completed/to be completed before program:

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

Nature of Field Work or Directed Research 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 or directed research 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 students are allowed to do in certain fields. It's best not to list specific organizations or faculty members you wish to work with, as we do not guarantee specific placements. The more general your expectations are the more freedom our placement coordinators have to search for suitable placements. For internships, please indicate whether your preference is to work in a locally-owned company or organization, joint-venture, or foreign enterprise.

2. Summarizing your qualifying background and/or previous experience relevant to your fieldwork or research 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, and other cultural or academic experiences, including the nature of your work and responsibilities. Specify any special skills you have.

3. What academic or career directed benefit do you hope to derive from your internship or research?

For this section, you should explain why this internship or research is relevant to your career and/or academic goals. Describe how this experience will enhance your future plans.



Advice for Applying for an Internship or Directed Research

- 1) Fill out the Internship or Directed Research Intent Form in as much detail as possible.
 - China applicants must have completed three semesters of Chinese language study. Internship placements for students in China are limited and you will be notified of acceptance prior to arrival overseas. The directed research option is not available for China programs.
 - All students in India will undertake either an internship or a directed research placement. Make sure you list all prior coursework that is relevant to the placement.
- 2) Be sure to indicate whether you imagine yourself on the front lines interacting with people or in a more research-based environment.
- 3) Don't name a particular organization or faculty member with whom you wish to work, as that may limit your placement opportunities.
- 4) Try to remain realistic with regard to your skills, experience, and placement expectations.

How to create a resume (for directed research, this will be more of an academic curriculum vitae):

- 1) DO NOT write an objective. Objectives can be interpreted incorrectly and may limit your opportunities.
- 2) DO include any computer skills you have. Here they are taken for granted, but overseas they will be considered assets.
- 3) DO include a section that lists coursework you completed that is relevant to the placement you are seeking. You may want to consider using the heading "Relevant Coursework."
- 4) DO arrange your resume so that anything you have done that directly relates to the placement you are seeking (related work experience and/or coursework) appears before experience that does not relate.
- 5) DO edit for spelling/grammar mistakes.
- 6) DO NOT exceed one full page.
- 7) DO see the sample resume on the following page.

Jane Doe

jdoe@gmail.com

Current Address

450 S. Easton Road
Glenside, PA 19038
(215) 572-2901

Permanent Address

1001 Smith Lane
Greggerton, MK 80084
(215) 572-2901

EDUCATION

University of Pennsylvania, Philadelphia, PA
B.A. Communication, May 2012
Minor / English
Cumulative GPA: 3.4/4.0
Fall 2009 Dean's List

RELEVANT COURSEWORK

Mass Communication
Media Ethics
Mass Communication Law
Interpersonal Communication
Radio Production

Intermediate Mandarin/Hindi
International Relations
Journalism
Computer Literacy

EMPLOYMENT EXPERIENCE

88.5 WXPB, Philadelphia, PA

Morning Show / Arts Intern

June – August 2010

Compiled information for the weekly Arts Calendar; assisted with production and interviewing for audio arts features; assisted Morning Show DJ Michaela Majoun.

City Paper, Philadelphia, PA

Intern

May – August 2009

Assisted copy and layout editors; accompanied journalists on various interviews.

Italian Bistro, Philadelphia, PA

Server

May 2007 – September 2008

EXTRA CURRICULAR ACTIVITIES

Arts & Features Editor, *The Daily Pennsylvanian*

Weekly campus newspaper at the University of Pennsylvania.

Tutor, West Philadelphia Tutoring Project

Assist local junior high students with math and English homework.

NOTEWORTHY SKILLS

Proficient in Microsoft Excel, Word, Windows, XP, Access

Proficient in Mandarin/Hindi – oral and written