



The University of Mississippi Division of Outreach and Continuing Education

# internship experience

## *Bridging the gap between your academic training and your professional future*

Students who participate in the University of Mississippi Internship Experience (IE) will live and work in Atlanta, New York City, or Washington, DC—all international cities providing many opportunities to further their academic, professional and personal goals.

To be eligible, students must be enrolled full-time at the University of Mississippi as a degree-seeking student. Students should be juniors or seniors at the time of their participation. Students must have a minimum GPA of 2.75 to apply. Participants should be highly motivated, reliable, and adaptable. They must also possess strong written and oral communication skills.

This unique experience is valuable for students in all majors including journalism, education, English, business, engineering, biology, art, theatre, criminal justice, public policy, international affairs, and history.

Please submit the following items with your completed application to the Internship Experience (IE) office in the Jackson Avenue Center, Suite H.

\_\_\_\_\_ **3 Sample Cover Letters:** Attach 3 cover letters addressed to specific organizations where you plan to pursue an internship.

\_\_\_\_\_ **Resumé:** Attach a resumé which highlights your education and experience.

\_\_\_\_\_ **Personal Statement:** Attach a one-page statement (12 point Times Roman font; single spaced; 1” margins which describes your interest in participating in the Internship Experience program. Your statement should include:

- The city in which you are applying (Atlanta, New York, or Washington, DC)
- Specific academic and career goals and how they are related
- Personal and professional skills you hope to enhance and/or develop with an internship
- Three tangible skills that make you a competitive internship candidate

\_\_\_\_\_ **Letters of Recommendation:** Ask your advisor or a faculty member and two former employers to complete the reference form and return it to the Internship Experience office.

\_\_\_\_\_ **Application Fee:** The application fee is \$50 and will be charged to your bursar account. This fee is not refundable and will be charged to your Bursar account. By submitting this application, you understand that you are obligated to pay this fee regardless of future circumstances.

The selection process is competitive, and a completed application does not guarantee the applicant selection to the program. Upon reviewing the applications, a campus committee will select several candidates to be interviewed for participation in the Internship Experience program.

### **Return Completed Application Materials to:**

Toya Heard  
Internship Experience  
Jackson Avenue Center, Suite H  
P.O. Box 1848  
The University of Mississippi  
University, MS 38677-1848

Phone: (662) 915-2982  
Fax: (662) 915-5138  
Email: toya@olemiss.edu



THE UNIVERSITY of  
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# APPLICATION FOR ADMISSION



The University of Mississippi Division of Outreach and Continuing Education

## internship experience

### Please provide the following information.

Name of Applicant: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

City:  Atlanta  NY  DC Term applied for:  Spring (DC only) Year \_\_\_\_  Summer Year \_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male  Female

Citizenship:

US Citizen  US Permanent Resident  Non-Citizen Visa or Permanent Resident # \_\_\_\_\_

*Under Title VI of the Civil Rights Act of 1964, we are required to ask the following question of U.S. citizens and permanent residents. Answers will not affect our admissions decisions. Your cooperation is requested and appreciated.*

How do you describe yourself? Mark all that apply (optional):

Race / Ethnicity:  White (not of Hispanic origin)  Black (not of Hispanic origin)  
 Hispanic  Asian, or Pacific Islander  
 American Indian or Alaskan Native  Other: \_\_\_\_\_

### Local Address:

Street \_\_\_\_\_ Apt./Box No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### Permanent Address:

Street \_\_\_\_\_ Apt./Box No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Secondary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address(es): \_\_\_\_\_

### Emergency Contact:

Name \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Classification:  Sophomore  Junior  Senior  Graduate Student ID Number \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Academic Advisor: Name \_\_\_\_\_ Email \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_ Residency Status:  In State  Out of State

Anticipated internship course number (i.e. NHM 484) \_\_\_\_\_

I hereby certify that I have personally completed this application, and that the information is accurate. I understand that items submitted in behalf of this application are the sole property of the University of Mississippi and will not be returned or transferred. I understand that the \$50 application fee is not refundable.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Departmental Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_