

# Spring Semester 2010 Internship in the Liberal Arts Dean's Office

## Application deadline:

November 10, 2009, 5:00pm

### Eligibility

This internship is designed for students with an interest in pursuing a career with an international focus. Applicants must be a Liberal Arts major, former RSI student, and in good standing with the university.

### Internship Description

This internship may be for course credit or paid. Those who opt to earn credit for this experience will register for 1 hour of LBAR 285. The intern will work closely with Associate Dean Pamela Matthews and Christie Dunn, Coordinator for International Programs, and provide assistance in three primary areas:

- American Spring Academy - Assist in preparing for this two-week program, held in March, that brings a group of undergraduates and faculty from a partner institution in Germany. Assistance will be needed in planning portions of the itinerary, copying, assembling program materials, and other tasks as needed.
- RSI Italy Trip – Assist in preparing materials for the trip leader and in helping to prepare students pre-departure.
- Support, as needed, for Dr. Pamela Matthews and Ms. Dunn.

### Desired Learning Outcomes

- Gain experience in a professional office setting
- Increase international awareness
- Exposure to the field of international education
- Hone investigative and research abilities
- Enhance the ability to gather, synthesize, and communicate critical data
- Understand the complexities and tasks involved in program planning

### Grades for credit-bearing internships will be based on the following:

- Students must complete a minimum of 120 hours during the course of spring semester.
- Project and/or final paper. Specifics to be determined based on student's particular interests and goals.

### Application Process

Please attach a one-page resume and a brief, typed explanation of the reasons for your interest in this internship. Submit to Christie Dunn, 301 Coke Bldg, by the appropriate deadline listed above.

I am applying for this internship (check one):  for credit, unpaid  non-credit, paid

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Name

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UIN

\_\_\_\_\_  
Classification

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Major

\_\_\_\_\_  
GPR

\_\_\_\_\_  
Signature of Applicant