

# SUU SOUTHERN UTAH UNIVERSITY

## LEAVITT CENTER

### Application process and check list for submitting an application for internships

If you desire to apply for an internship through the Leavitt Center you must complete the application process outlined below.

- Complete the Leavitt Center Application Form
- Submit a one-page resume
- Submit a copy of your transcripts
- Submit two (2) letters of recommendation from individuals who know you well
- Submit a 3-5 page writing sample. (If you are applying for an internship with Senators or Congressmen, you may be required to complete a writing sample during the interview process. You may also be required to complete an application form from their office).
- If applying for an internship in the Washington, D.C. area, you will want to complete a one-page budget sheet for scholarship consideration. (See enclosed sample)
- If you desire SUU Credit, you must complete the enclosed SUU Registration Form and obtain the proper signatures. (3-12 credits available).

If you have questions or concerns, please contact the Leavitt Center office at 435-586-7868.

# SUU SOUTHERN UTAH UNIVERSITY

## Congressional/Legislative Internship Application

Internship for which you are applying: \_\_\_\_\_  
Department (if known) \_\_\_\_\_  
Semester you desire the internship \_\_\_\_\_

### Internship Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Year in School: \_\_\_\_\_ Major & Emphasis: \_\_\_\_\_

Minor: \_\_\_\_\_ GPA: \_\_\_\_\_ U.S. Citizen?  Yes  No

# of credit hours requested: \_\_\_\_\_ (minimum 2, maximum 12; 45-50 hours of work per credit required)

Colleges/Universities Attended	Dates	Major/Degree	GPA

Scholarships/Awards received: \_\_\_\_\_

Volunteer work, involvement on an off campus: \_\_\_\_\_

Professional Goals: \_\_\_\_\_

# Internship Permission Form

Name: \_\_\_\_\_ T Number \_\_\_\_\_

FALL     SPRING     SUMMER     YEAR \_\_\_\_\_

CRN	Course ID (ex. ENGL1010)	SEC	CREDITS	INSTRUCTOR SIGNATURE	DEPT CHAIR SIGNATURE

## Additional Information Required

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

State, Zip Code \_\_\_\_\_

Work Supervisor \_\_\_\_\_

Work Supervisor Telephone \_\_\_\_\_

### Internship Waiver of Liability

By going into functioning programs, rather than remaining in an on-campus classroom, students may expose themselves to greater risks. For example, in many placements the host agency does not assume liability for injury or harm to the SUU students who serve/work/volunteer in the program. Likewise employees of these agencies are not personally responsible for harm which may come to SUU students in the course of their carrying out their services and educational activities. Southern Utah University similarly assumes no liability for any such risk.

Given the supervision and limited case loads, SUU students are rarely exposed to even as much risk or harm as ordinary human service workers. Nevertheless, the potential for transportation accidents, and some emotional or mental distress, is present. SUU students are expected to exercise reasonable caution and to provide their own insurance to cover such harm, should it occur.

Students are also expected to conduct themselves according to the host agency's policies and procedures and according to the training which they receive, so as to further reduce risks of harm.

The intent of the practicum/cooperative/internship courses is to provide academic credit to SUU students who wish to gain educationally meaningful field experiences. The student, as a legal adult, assumes primary responsibility for the consequences of his/her conduct, for accidents, and for other harm or injury that may occur, recognizing that this learning format is more active and involved than the traditional classroom setting.

By signing below I affirm that I have read this statement and have had my questions regarding risk and liability answered. Also, by signing below, I assume all risks that may be inherent in and associated with the internship(s) in which I will be involved. I also waive any claim against Southern Utah University, its agents and employees, for any harm, injury, damage or claim that may result from my involvement in the practicum(s), cooperative(s) and internship(s) experience which does not occur as a direct result of the University's gross negligence. I further agree to indemnify the University and hold it and its agents and employees harmless from any such harm, injury, damage or claim that affects me or someone else as a result of my involvement.

\_\_\_\_\_  
Student's Signature & Date

## BUDGET SAMPLE

Date \_\_\_\_\_

To Whom It May Concern:

My name is Jane Doe. I am a senior Education major from Southern Utah University. I have been granted an internship in Washington D.C. for \_\_\_\_\_. I will begin this internship \_\_\_\_\_. I am applying here for a scholarship to assist me financially.

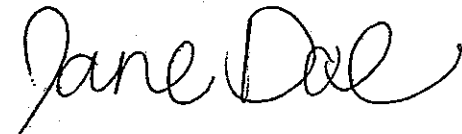
BUDGET	
Air Travel	\$ 400.00
Housing	\$ 2700.00
Food	\$ 1100.00
Tuition	\$ 1800.00
<b>Total</b>	<b>\$ 6000.00</b>

Here is what I and my family are contributing to my living and travel expenses:

CONTRIBUTIONS	
Family Contribution	\$ 2000.00
Personal Contribution	\$ 2000.00
<b>Requested Need</b>	<b>\$ 2000.00</b>

My Need, as stated above is \_\_\_\_\_. If I must I will take out loans for any additional funds that I might need. I would appreciate any amount the Michael O. Leavitt Center would be willing to contribute.

Thank you for your consideration,



Jane Doe



# Want an internship?

There are Over 2,000 internships in ALL majors.

Visit [www.internships-usa.com](http://www.internships-usa.com) to view & find out more.

- 1) Select “Internships Series Online”
- 2) Username: interns  
Password: learn

Stop by Career Services in the Sharwan Smith Center room 101 to find out more about these and other great internship opportunities in your major.