



SAINT AUGUSTINE'S
UNIVERSITY

Transform. Excel. Lead.

Belk Professional Development and Career Services

INTERNSHIP/FEDERAL WORKSTUDY APPLICATION NOTE:

All fields must be complete to be considered.

Your application must be reviewed and signed by Career Services. A **RESUME** must be attached with your application. International students must have the Director of International Affairs sign this form *after* the internship has been approved by Career Services.

Student Name: _____ Student ID _____

Major: _____ Citizenship: U.S. Citizen International Student

Have you completed the FAFSA? Yes _____ No _____

GPA: _____ Year of Graduation: _____ (please attach a copy of your most recent transcript)

Date of Birth _____ Gender _____

Cell Number: _____ Campus Email: _____

Alternate Email: _____

Address during Internship/FWS: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: _____

For Residential Assistant Only: *If interested in being an RA Candidate, list three desired Residence Hall Preferences:*

Current Campus Room Assignment: _____

Work-study Area of Interest (If you are applying for the RA position, do not mark a field below)

Please number your top three areas of interest that aligns with your major.

Administration: ___ Admissions: ___ Advising: ___ Alumni Affairs: ___ Ambassadors: ___ Athletics: ___ Broadcasting: ___

Business Office: ___ Facilities: ___ Financial Aid: ___ Hospitality Mgmt: ___ IT Support: ___ Library Support: ___

Peer Mentor: ___ Peer Tutoring: ___ Registrar Office: ___ Student Services: ___ School of Business: ___

School of Liberal Art: ___ School of Science, Mathematics & Public Health _____: ___

Internship/FWS Session: ___ Fall ___ Spring ___ Summer ___ Hours Per Week: _____

Start Date: _____ End Date: _____ Total # of Weeks: _____

Are you registered for the next academic year? Yes ____ No ____

Is there work you cannot perform due to physical limitations? Yes ____ No ____

Sponsoring Organization (on-campus or off-campus)

Name of Organization: _____

Site Supervisor: _____

Title & Department: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Email: _____

Part II Short Answer Response

Do you have any current or previous record(s) pending/recorded with the University Disciplinary Committee? If yes, please Explain:

Have you ever been convicted of a crime other than a minor traffic violation (s) (Included DWI, misdemeanors, drugs etc.)? If yes, please Explain:

Note: On a separate sheet of paper, type your response to answer the questions below.

Summarize your overall purpose for applying for the internship/work-study that would include the following questions. What do you bring to the position? What specific skills do you possess that will assist you in being effective in your role.

SIGNATURES

Site Supervisor (Your signature indicates you have agreed to sponsor a Saint Augustine's University student intern and will abide by the university's student policies and procedures.)

X _____ Date: _____

Student (Your signature indicates that you have read and will abide by the internship policies, understand that the grading system is credit/no credit, and have read the following statement and agree to the terms stated.)

X _____ Date: _____

SAU Career Services Representative (Your signature indicates that the student has read the internship policies and procedures, submitted all application materials, and met with appropriate sponsor prior to approval.)

X _____ Date: _____

International students who plan to secure an internship in the U.S. must consult with and have this proposal signed by the Director of the International Affairs Office.

International Affairs

Director

Date

INTERNSHIP/FWS REQUIREMENTS

All interns and work-study students are required to attend three Professional Development Workshop during the semester in which they are program participants. Students are also required to adhere to the protocol requirements listed below:

1. Dress in Business Professional Attire while at work
2. Arrive to work at least 10 minutes before the scheduled agreed upon time
3. Keep a copy of the job description to ensure you are executing the outlined tasks
4. Ask questions if you are not clear about a request/expectation
5. Contact supervisor if you will be late
6. Work the scheduled hours agreed upon
7. Create a student profile in the www.collegecentral.com
8. Keep a status log of best practices learned each week and upload them into the College Central Network Portfolio
9. Complete time sheet and submit by the deadline established by the supervisor and the Human Resource Department
10. Update resume with work experience

SUBMIT Completed Application to careerservices@st-aug.edu