

**MSC L.T. JORDAN INSTITUTE FOR INTERNATIONAL AWARENESS
INTERNSHIP AND LIVING ABROAD PROGRAMS
2008-2009**

PURPOSE

The purpose of the MSC L.T. Jordan Institute for International Awareness Internship and Living Abroad Programs (ILAP) is to provide an opportunity for Texas A&M University students to actively participate in another culture by living and working for five weeks in a foreign country. We currently have Internship and Living Abroad Programs in China, the Dominican Republic, England, Singapore, and Spain.

THE PROGRAM

The MSC L.T. Jordan Institute shall arrange for and partially fund the following:

1. Cross-cultural orientation to customs, society, and government of the host country during the spring semester of each year, prior to participants' departure.
2. Living accommodations for five to six weeks with a host family who will provide two meals daily Monday through Friday and three meals on weekend days.
3. Five to six week non-paying internships related to academic studies or career goals as available.
4. Frequent contact with a Texas A&M University staff member or in-country coordinator while in the host country.
5. Group activities upon arrival in the host country and at least two weekend excursions.
6. Air transportation to and from the host country.
7. Group ground transfers (to and from the airport) within the host country.

The ILAPs are concurrent with the first TAMU summer school session. Dominican Republic, Spain, and England begin in mid May and last through late June. The return date will provide the student with ample time to attend second summer session classes. Singapore and China begin in early July and last through mid August.

ELIGIBILITY

1. Currently enrolled Texas A&M University undergraduate and graduate students who are citizens/residents of the U.S. with a GPR of at least 2.25 for undergraduates and professional school students or 3.0 for graduate students are eligible to apply. ***Students graduating prior to program's departure are ineligible to participate in any ILAP.***
2. Preference will be given to students with little or no international travel or living abroad experience but with a demonstrated interest in international affairs.
3. Students applying for the MSC L.T. Jordan Institute ILAP in Spain and Dominican Republic shall satisfactorily have completed at least two semester courses of Spanish at the college level or must demonstrate ability in the host country's language in another manner. Basic conversational ability is required.
4. A valid and current passport is required of all students prior to departure.
5. Students must have a demonstrated ability to function effectively in a cross-cultural environment and to uphold the image of TAMU as a world-class university.
6. MSC L.T. Jordan Institute reserves the right to deny acceptance to applicants who have been convicted of any felony or other crimes.

7. Upon selection as a participant, the student must complete a contract and release form, which includes all rules, regulations, and requirements.

PROCESS

1. Applications are due by 5:00 p.m. on Friday, October 31, 2008, in the L.T. Jordan Institute Office, Room 223-I in the MSC. One reference form (please use form provided on website) from a professor in your field of study or someone who knows your academic performance is required as well as the names and phone numbers of two other individuals who may be contacted if needed. Applications must be typed. PLEASE BE SURE TO ***TURN IN FOUR COPIES*** OF YOUR APPLICATION.
2. For further information about the Internship Program and informational meetings, please come by the Jordan Institute office, call 845-8770, or e-mail ji-chair@msc.tamu.edu.
3. Applications will be screened by the Internship and Living Abroad Programs Selection Committee to narrow the number of candidates for the interview process. Those applicants selected for the interview will be contacted to sign up for an interview time.
4. Interviews will be conducted by the following officials of the MSC L.T. Jordan Institute:
 - A. Jordan Institute staff director or designee
 - B. Jordan Institute student chairman or designee
 - C. Student director of the Internship and Living Abroad Program
 - D. Other individuals as deemed appropriate by the student committee
5. Applicants shall be notified of the interview outcome by mail within five working days of the final interview.

FUNDING/FINANCING

Partial funding for the program is derived from proceeds of the Leland T. and Jessie W. Jordan Endowment for the MSC L.T. Jordan Institute for International Awareness. This funding includes the above stated items but does not cover the total cost of the program.

Therefore, students will be responsible for paying: Singapore, \$3,400; England, \$3,790; China \$3,400; The Dominican Republic, \$2,500; and Spain, \$3,400. Other incidental expenses may include, but are not limited to: all personal needs; any required travel documents and/or preventative medical care needed prior to departure; photographic equipment, film and processing; other food and snacks as desired; gifts presented to the host families; and pleasure travel not scheduled in the group trip.

Students may apply for an interest-free loan of up to \$1000 from the MSC Overseas Loan Program. Interviews for these loans are scheduled on a monthly basis. Ask the MSC L.T. Jordan Institute staff for information about scholarship sources.

REQUIREMENTS

Participants must attend scheduled meetings during the spring semester. Participants may be dropped from the program if they do not have 80% attendance of the meetings. If participants withdraw from the program after airline tickets have been purchased, the price of the ticket may not be refunded.

PERSONAL DATA SHEET

**For MSC L.T. Jordan Institute for International Awareness
2008-2009 INTERNSHIP & LIVING ABROAD PROGRAM APPLICANTS**

PLEASE TYPE

1) Name Mr./Ms. _____
(Last) (First) (Middle or Maiden) (Preferred)

2) Local Address _____
(Street or Residence Hall) (City and Zip Code) (Phone)

3) Permanent Address _____
(Street) (City)

(State) (Zip Code) (Phone)

4) Date of Birth _____ 5) Place of Birth _____ 6) Gender _____

7) Classification _____ 8) Major _____ 9) Minor _____

10) Expected graduation date (Month and Year) _____

11) Last five digits of your UIN# _____

12) E-mail address _____

11) For which program (s) are you applying? Please indicate first and second choices.

The Dominican Republic England
China Singapore Spain

12) How did you hear about ILAP? _____

I hereby acknowledge that the information stated in the 2008-2009 Internship and Living Abroad Application is true to the best of my knowledge and give my permission for an authorized MSC staff member to verify my GPR and check my criminal record.

Date: _____ Signature of Applicant: _____

**MSC L.T. Jordan Institute for International Awareness
2008-2009 INTERNSHIP & LIVING ABROAD PROGRAM APPLICATION**

1) Program location for which you are applying: _____

2) Alternate program location: _____

3) Is your GPR at least a 2.25/professional/undergraduate school or 3.0/graduate?
(Freshmen, state high school GPR) YES NO

4) EDUCATION

List all colleges or universities attended. (Freshmen: list name & address of high school.)

<u>Institution/City & State</u>	<u>Dates Attended</u>		<u>Degree obtained/yr.</u>	<u>Major</u>
	<u>From</u>	<u>To</u>		

5) INTERNATIONAL EXPERIENCE (if any)

List each country visited, precise period of stay, and purpose (i.e. study, travel, visiting relatives, etc.).

6) MODERN LANGUAGE COMPETENCY (For Dominican Republic and Spain Applicants)

A. Have you studied Spanish? Please specify the length of study and indicate whether study was at high school or university level.

B. What is your degree of fluency in Spanish (Conversational, Written, Comprehensive)?

7) HONORS, EXTRACURRICULAR ACTIVITIES (INCLUDING OFFICES HELD), AND EMPLOYMENT (PLEASE LIMIT TO SPACE PROVIDED)

7) REFERENCES

Please include one completed recommendation form filled out by a professor in your field of study or someone who knows your academic or work performance. (Please use form provided on website). List below two other individuals who may be contacted in order to comment on your strengths as an applicant for this program. References should come from Texas A&M University Faculty or Staff members, advisers, employers, or other individuals who know you well on a professional basis.

Name	Title	Relation to Applicant	Phone #
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a) _____

b) _____

- 12) Describe your ideal internship. Why type of company or organization would you like to work for and what would your role be?
- 13) How do you plan to pay for your trip?

Completion of the following section will help in your placement with a family. (This will not impact selection.)

14) Please check one response for each question:	YES	NO	
Are you willing to share a room?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you allergic to any foods/animals?	<input type="checkbox"/>	<input type="checkbox"/>	
Explain: _____			

Do you have special dietary requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Explain: _____			

Would you mind family pets?	<input type="checkbox"/>	<input type="checkbox"/>	
Would you like a family with children?	<input type="checkbox"/>	<input type="checkbox"/>	
Age range: _____			
Are you a smoker?	<input type="checkbox"/>	<input type="checkbox"/>	
Would you mind being placed in a family with members who smoke?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have any medical conditions of which your host family should be made aware?	<input type="checkbox"/>	<input type="checkbox"/>	
Explain: _____			

15) On separate pieces of paper, please write two letters (in English), one addressed to your potential employer and one directed toward your potential host family. The letter to your employer should include: a short biography (name, hometown, University); a list of practical experiences and University studies that relate to your internship preference, including useful skills (typing, computer knowledge, etc.) which will help you in the internship; a statement of present language ability (for Dominican Republic and Spain applicants); and a brief discussion of what you hope to accomplish during your internship. Remember to use a business format, as this is a professional letter. The letter to your potential host family should be informal and is an opportunity to tell a little about yourself and your personal interests. **Please turn in 4 copies of both letters along with the application form.**

16) **Please include 4 copies of your resume.**