



## INTERNSHIP AND LIVING ABROAD PROGRAMS 2016-2017

### PURPOSE

The purpose of the MSC Leland T. and Jessie W. 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 to six weeks in a foreign country. We currently have Internship and Living Abroad Programs in Chile, China, England, Singapore, and Spain.

### THE PROGRAM

The MSC Leland T. and Jessie W. Jordan Institute shall arrange for and partially fund the following:

1. Cross-cultural orientation to the customs, society, and government of the host country during the spring semester of each year, prior to participants' departure.
2. Living accommodations for six weeks with a host family who will provide two meals daily Monday through Friday and three meals on weekend days. Students will have the option to extend their accommodations at added cost.
3. Five to six week non-paying internships. The Jordan Institute does not guarantee that the internship will align exactly with the students' major or career interests, but will strive to place students in meaningful internships.
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 one weekend excursion.
6. Air transportation to and from the host country.
7. Group ground transfers (to and from the airport) within the host country.

Each ILAP runs concurrently with one of Texas A&M's summer sessions. The programs in Spain, England, and China run from mid-May through late June, while the programs in Chile and Singapore run from early July through mid-August. The dates of the program will provide participants with ample time to attend summer session classes.

### ELIGIBILITY

1. Undergraduate and graduate students enrolled in Texas A&M University on a full time basis 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 must have at least one full semester at university remaining to complete after returning from ILAP. ***Students graduating prior to the program's departure are ineligible to participate in any ILAP.***

2. Preference will be given to students with limited international travel or living abroad experience but with a demonstrated interest in international affairs.
3. Students applying for the MSC Leland T. and Jessie W. Jordan Institute ILAPs in Spain and Chile must demonstrate their knowledge of at least a basic conversational level of Spanish. While two semesters of Spanish courses is highly recommended, course credit will not be necessary so long as the applicant can demonstrate the required proficiency.
4. A passport with at least six months validity from the time of departure is required of all students.
5. Students must have a demonstrated ability to function effectively in a cross-cultural environment and to uphold the image of Texas A&M as a world-class university.
6. The MSC Leland T. and Jessie W. 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. Submit application to:

**MSC Leland T. and Jessie W. Jordan Institute Office,  
Room 2293 on the 2<sup>nd</sup> floor of the Memorial Student Center**

**Due date for applications: Friday, October 28th by 5:00 PM.**

One reference form (please use the form provided on the Jordan Institute's 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 THREE SETS STAPLED** (a set includes an application, host family letter, employer letter, and resume).

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](mailto: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 an interview will be contacted via email to set up an interview time.
4. Interviews will be conducted by the following officials of the MSC Leland T. And Jesse W. 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 email 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 Leland T. and Jessie W. 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: Chile, \$4,300; China, \$4,300; England, \$5,100; Singapore, \$4,400; and Spain, \$4,400. 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; 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. Contact the MSC Leland T. and Jessie W. Jordan Institute staff for information about scholarship sources 979-845-8770.

## **REQUIREMENTS**

A non-refundable deposit of \$200 will be required from each participant in December. This deposit will be applied to the participants overall cost for the internship program.

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

### MSC Leland T. and Jesse W. Jordan Institute for International Awareness 2016-2017 INTERNSHIP & LIVING ABROAD PROGRAM APPLICATION

1) Please type:

<b>Name Mr./Ms.</b>	Last Name	First Name	Middle Name	Preferred Name
<b>Local Address</b>	Street	City	Zip Code	Phone
<b>Permanent Address</b>	Street	City, State	Zip Code	Phone
<b>Personal Details</b>	Date of Birth	Place of Birth	Gender	Email Address
<b>Academic Details</b>	UIN	Major	Minor	Classification

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

Chile

China

England

Singapore

Spain

3) How did you hear about ILAP?

I hereby acknowledge that the information stated in the 2016-2017 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: \_\_\_\_\_

Last five digits of your ID# \_\_\_\_\_

**MSC Leland T. and Jesse W. Jordan Institute for International Awareness  
2016-2017 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.)

Institution	City & State	Dates Attended (From –To)	Degree obtained/yr.	Major

**5) INTERNATIONAL EXPERIENCE** (if any)

Country visited	Period of stay	Purpose of visit (study, travel, visiting relatives)

**6) LANGUAGE COMPETENCY** (For Chile 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)

8) **REFERENCES**

Please include **only 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 the form provided on the Jordan Institute’s website). List below two other individuals who may be contacted 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 Number

The following should be answered in the space provided.

9) What are your goals for the future, and how do you think this living abroad program will help you achieve these goals?

10) What do you expect to learn from the experience of living with a host family?

Last five digits of your ID #\_\_\_\_\_

11) How can your host family benefit from such an experience? Why?

12) Are there specific places you wish to visit during your stay?

13) Describe your ideal internship. What type of company or organization would you like to work for and what would your role be?

14) How do you plan to pay for your trip?

Last five digits of your ID # \_\_\_\_\_

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

	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? Age range:	<input type="checkbox"/>	<input type="checkbox"/>
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:		

16) 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. Letters can be addressed *To Whom it may concern*: 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 Chile 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 three stapled sets, which includes both letters, application form and resume.**

**Leland T. and Jesse W. Jordan Institute Office  
Room 2293 on the 2<sup>nd</sup> floor of Memorial Student Center**

*(If office is closed you may drop it off at the main desk Room 2240  
MSC Student Programs Office)*