



Internship and Living Abroad Programs 2023-2024

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 England 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 participant's departure.
2. Living accommodations for six weeks with a host family who will provide two meals daily Monday through Friday and three meals per day on weekends. Students will have the option to extend their accommodations at added cost.
3. A five to six week non-paying internship. The Jordan Institute does not guarantee that the internship will align exactly with the student's 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.
8. Each ILAP runs concurrently with one of Texas A&M's summer sessions. The programs in England and Spain run from mid-May through late June. 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 remaining at Texas A&M University 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 ILAP in Spain must demonstrate their knowledge of at least a basic, conversational level of Spanish. While two semesters of Spanish courses are highly recommended, course credit is not 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

by email to:

jiwork@msc.tamu.edu

or in person at:

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

Application Deadline: Friday, October 27th by 5:00 p.m.

One recommendation form 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.** Application includes personal data sheet, short answer responses, host family letter, employer letter, and resume).

2. 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.
3. Interviews will be conducted by the following officials of the MSC Leland T. and Jessie 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
4. Applicants shall be notified of the interview outcome by email within five working days of the final interview. For further information about the Internship Program and informational meetings, please come by the Jordan Institute office, call (979) 845-8770, or e-mail ji-ilap@msc.tamu.edu.

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.

Students will be responsible for paying: England, \$5,100 or Spain, \$4,400 (n.b. costs are subject to change). 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 personal shopping.

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 attend 80% of meetings. If participants withdraw from the program after airline tickets have been purchased, the price of the ticket may not be refunded.

PLEASE BE AWARE, the international location and/or host family may require up to date proof of vaccinations.

MSC Leland T. and Jessie W. Jordan Institute for International Awareness
Internship and Living Abroad Program
2023-2024

Please complete the following biographical information, answer all application questions, and submit with host family letter, employer letter, and a resume electronically or in person to the MSC L.T. Jordan Institute Office by 5:00 p.m. on Friday, October 27th, 2023.

PERSONAL DATA

Name	Last Name	First Name	Preferred Name	Preferred Pronouns
Local Address	Street	City	Zip Code	Phone
Permanent Address	Street	City, State	Zip Code	Place of Birth
Personal Details	Texas A&M Email	Alternate Email	Gender	Date of Birth
Academic Details	UIN	Major	Minor	Classification

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

_____ England _____ Spain

3. How did you hear about ILAP?

Last four digits of Applicant UIN _____

I hereby acknowledge that the information stated in the 2023-2024 Internship and Living Abroad Program Application is true to the best of my knowledge and I give my permission for an authorized MSC staff member to verify my GPR and check my criminal record.

Signature of Applicant: _____

Date: _____

Last four digits of Applicant UIN _____

Is your GPR at least a 2.25/professional/undergraduate school or 3.0/graduate? Yes ☐ No ☐

Freshmen, state high school GPR:

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

INTERNATIONAL EXPERIENCE

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

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

MODERN LANGUAGE COMPETENCY (For 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, and Comprehensive)

Last four digits of Applicant UIN _____

HONORS, EXTRACURRICULAR ACTIVITIES (INCLUDING OFFICES HELD), AND EMPLOYMENT

(Please limit to space provided)

RECOMMENDATION AND 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. List below two other individuals who may be contacted to comment on your strengths as an applicant for this program. Your recommendation and listed references should come from Texas A&M University faculty or staff, advisers, employers, or other individuals who know you well on a professional basis.

Recommendation form can be found at <https://ltjordan.tamu.edu/apply/>

Name	Title	Relation to Applicant	Phone Number

SHORT ANSWER RESPONSE

(Please limit to space provided)

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

Last four digits of Applicant UIN _____

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

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

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

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

How do you plan to pay for your trip?

Last four digits of Applicant UIN _____

HOST FAMILY PREFERENCES

(This will not impact selection.)

	Yes	No
Are you willing to share a room?		
Are you allergic to any foods/animals?		
Explain:		
Do you have special dietary requirements?		
Explain:		
Are you okay with being placed in a family with pets?		
Are you okay with being placed in a family with children? Age range:		
Are you a smoker?		
Are you okay with being placed in a family with members who smoke?		
Do you have any medical conditions of which your host family should be made aware?		
Explain:		

LETTERS TO EMPLOYER AND HOST FAMILY

On separate sheets of paper, please write two letters (in English), one addressed to your potential employer and one directed to 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 your application consisting of personal data sheet, completed application form, resume, and both letters to email or MSC Leland T. and Jessie W. Jordan Institute Office, Room 2293 on the 2nd floor of Memorial Student Center

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