While we make every effort to find the best placement to match your academic and career goals, we cannot guarantee a specific placement. Placements are dependent upon your qualifications and experience, the availability of suitable positions, and a possible interview before or after your arrival overseas. Please keep in mind you may be required to work during scheduled cultural events including semester breaks. Throughout the semester, you will be required to attend meetings, communicate regularly and write and submit assignments to the Internship Coordinator at the Study Center (or in Tallahassee if the internship is in a non-Study Center location), as well as your professor of record. Please contact the Internship Coordinator at 850-644-7217 or gfisher@fsu.edu for more information.

The following form along with all other supporting documents MUST be received by the application deadline in order to be eligible for admission to the internship program (Please refer to FSU IP website http://international.fsu.edu/Types/Internships/Internship.aspx). All internship documents should be submitted to: Gisela Fisher, gfisher@fsu.edu or mailed to International Programs, A5500 University Center, Tallahassee, Florida 32306-2420

Florida State University makes every effort to find the best placement to match your academic and career goals; however, FSU cannot guarantee a placement at a specific site.

Please initial the boxes below:

__________ I understand that the Internship Coordinator will match me to a placement based in part on the information provided by me on this form.

__________ I understand that the Internship Coordinator may not be able to accommodate any changes to this request form once the placement process has begun.

__________ I understand this is an application for a full-time placement (except for Florence), where I will be required to attend meetings, communicate regularly with my supervisor and the Internship Coordinator, and may be required to work during scheduled cultural events, including semester breaks. For Valencia and Florence, varying hours and schedules might apply. Please contact the Internship Coordinator for more information. A Skype interview with the internship coordinator in Valencia and Florence is required.

__________ I understand that the placements are dependent upon credentials, relevant coursework and/or experience, and a successful interview. They are also reliant on the availability of suitable positions, sustainable assignments and projects, as well as organization’s availability to host an intern at any given time.
Please answer the following questions about the type of placement you are requesting. Be as specific as possible. Use a separate sheet if necessary.

1. Please list your top 3 placement fields (e.g. marketing, government, public relations). Please do not list specific placements/organizations.

   Top Choice: ________________________________

   Field 2: ________________________________

   Field 3: ________________________________

2. Please state your interest and goals for the internship.

3. How will this internship experience fit into your academic and/or career goals?

4. What type of organization would you prefer? Which department within that organization would be your preference?

5. In what area of study do you need to earn credits from your internship, and how many credits do you need to earn in each area?
6. Within any workplace, daily office duties for staff ranging from interns through managers can often include performing simple administrative tasks, such as phone calls, scanning, photocopying, database entry, etc. While these tasks will not form the bulk of your day, you should expect to perform a range of these. What benefits will come to you and the company in performing such administrative tasks?

7. Describe a situation where you received constructive criticism, and how you responded to this?

8. Give an example of when you have used your initiative to solve a problem in the workplace.

9. What challenges do you expect to face during this placement? How do you expect to overcome these challenges?

10. **Only for Valencia, Spain; Panama City, Panama; & Florence, Italy applicants:**
    Please describe your level of proficiency in foreign languages. If you are not a native speaker of the language, please list all relevant collegiate level courses.