

## HOW TO APPLY FOR AN INTERNSHIP

1. Once you have secured a potential internship opportunity, you must complete the Proposed Internship Application Form. See the link on the Internship webpage for the form or contact Kevin Jones for a copy: [kevinj@georgefox.edu](mailto:kevinj@georgefox.edu).
2. Complete the application form and save it as a WORD DOC or PDF.
3. Send the saved form to Kevin Jones, Department Internship Director as an attachment to an e-mail. Send it to [kevinj@georgefox.edu](mailto:kevinj@georgefox.edu).
4. Kevin will acknowledge receipt of your submission within 24 hours.
5. Once the application has been processed, Kevin will contact you and let you know the next steps to take.
6. One of the following 3 options may happen:
  - A. The proposal may be denied with an explanation why.
  - B. The proposal may be accepted and you will be provided the next step in the process.
  - C. Kevin may request a meeting with you to clarify any questions that may arise.
7. When your internship is accepted, you will be directed on the next steps to take to officially register your internship for course credit.
8. Any questions, do not hesitate to contact Kevin Jones, ([kevinj@georgefox.edu](mailto:kevinj@georgefox.edu)) Department Internship Director.