Application for Advanced Internship Check List:

Application materials must be submitted in a two pocket folder with student name clearly marked on the front. Once application materials have been reviewed students will be notified of status. Failure to submit application packet by below listed deadline or failure to include all materials requested could impact approval to complete internship in the desired semester.

Important Dates:

- Advanced internship application is due by 3 PM to main FMST office with specific days below:
  - Spring Internships – 1st Monday in December
  - Summer and Fall Internships – 1st Monday in May
  - Student completing FMST 397 in the summer and would like to enroll in FMST 497 the following fall – 2nd Monday in July.

___ Application form

___ Unofficial transcript with all FMST courses highlighted

___ Updated resume

___ Copy of the evaluation from your first internship, if available at this time

___ Form A: FMST 397 SMART Goals/ Reconciliation (See application for description)

___ Form B: Potential Internship Site Information

___ Form C: New SMART Goals/ Justification (See application for description)
APPLICATION FOR ADVANCED INTERNSHIP

1. Name: _________________________________________________________

Mailing Address: _________________________________________________________

(Street) (Apt. #)

(City) (State) (Zip Code)

Telephone:       Home: __________________

Cell: __________________

E-mail Address (print carefully): ___________________________________

2. Semester applying for:
   _____ Fall       _____ (year)
   _____ Spring
   _____ Summer

3. Place of first internship (FMST 397): ________________________________

4. Indicate your track
   _____ Family and Human Services
   _____ Services to Children
   _____ Child Life
   _____ Leadership in the Nonprofit Sector
      • _____ Next Gen Applicant
      • _____ Next Gen Awarded

5. On a separate piece of paper please supply the following information regarding your SMART goals from FMST 397. Please label this document Form A
   1. State each SMART goals from FMST 397
   2. State how you successfully completed each SMART goal. If you did not successfully complete the goal state steps you took to work towards the goal and where you are at in the completion of the goal.

6. On a separate piece of paper list four potential sites (address, phone number, web address, supervisor and email address) in which you have an interest and a brief rationale for your interest in each. If you have a site secured, or are continuing at a site, list the site, address, supervisor and contact information. Please label this document Form B
7. On a separate piece of paper write two new SMART goals. The first goal should pertain to professional development; the second should pertain to application to FMST knowledge. Indicate how each goal builds on the competencies or skill set you gained in your first internship. Please label this document Form C.

8. Many of our affiliated agencies have begun to require criminal background checks and drug screenings of all potential employees and student interns. If you have any concern about these procedures, please see the Internship Coordinator.

I have read this item: ______ Yes ______ No

______________________________________  __________________
Student Signature                          Date