



## Spring 2021 Virtual Internship Application

Please note that you cannot save and return to the application later. Please examine all information below and prepare all required materials before moving to the next page. Type your essay answers in a separate Word document to cut and paste into the application when ready. Please note that if you leave the application open, it will time out.

### **Application requirements:**

**1. Answers to the following essay questions (500 words maximum per essay). Answer each question thoroughly with concise paragraphs. See [SAMPLE ESSAYS](#).**

- What is your major, and in what type of industry are you hoping to gain experience? What types of skill sets would you like to gain? (Some industries to consider: Arts and Culture; Business; Communication and Media; Education; Medical/Health; Mental Health/Human Service; Politics, Law, and NGOs; Technology)
- How will this program impact you and help you reach your academic and career goals?
- Give an example of your strategies for interacting with people who are different from you and communicating with people from different cultural and language backgrounds.
- What aspects of this Virtual Internship opportunity do you expect will be the most challenging for you, and how will you prepare for and overcome these challenges?

**2. A copy of your most recent college transcript**

SMCCCD students can obtain their unofficial transcripts by logging in to <https://websmart.smccd.edu/> and emailing your unofficial transcript to yourself.

**3. An updated resume**

See [Skyline College Career Services Resume Checklist](#)

**4. Two professional or academic references who can speak to your ability to succeed in this internship (title, name, email, phone)**

Online Survey Software Powered by [novisurvey.net](#)

---



Virtual Internship Application

Spring 2021

1. Contact Information

First name

Last name

Email

Phone 1

Address 1

Address 2

City

State

Zip code

G Number

2. Primary Campus/College attended: \*

- Cañada College
- College of San Mateo
- Skyline College
- Santa Rosa Junior College
- Other College/University

3. Birth date: \*

*Click on the year several times to quickly find the year of your birth.*

4. Person to contact in case of an emergency: \*

First name

Last name

Phone

Email

Relationship to You  
(Parent/Relative/Friend)



Spring 2021 Virtual Internship Application

5. Which virtual internship location most interests you? (Rate preference from 1 to 3) \*

Costa Rica

England

Italy

6. What is your major, and in what type of industry are you hoping to gain experience? What types of skill sets would you like to gain? \*

Some industries to consider: Arts and Culture; Business; Communication and Media; Education; Medical/Health; Mental Health/Human Service; Politics, Law, and NGOs; Technology.

Please provide, at minimum, one to two succinct paragraphs in your response to this question.

[Empty text box for question 6 response]

7. How will this program impact you and help you reach your academic and career goals? \*

Please provide, at minimum, one to two succinct paragraphs in your response to this question.

[Empty text box for question 7 response]

Interning with a company based in another country will expose you to new ideas, perspectives, and lifestyles. For example, different cultures may have unique communication styles, leadership styles, relationship to time, personal space, privacy, etc.

8. Give an example of your strategies for interacting with people who are different from you and communicating with people from different cultural and language backgrounds. \*

Please provide, at minimum, one to two succinct paragraphs in your response to this question.

[Empty text box for question 8 response]

A virtual global internship can be an exciting and rewarding experience. However, it can also present challenges, such as navigating time zone differences, technology issues, language barriers, balancing schoolwork with an internship project, all while staying focused and remaining motivated.

9. What aspects of this virtual internship do you expect will be the most challenging for you, and how will you prepare for and overcome these challenges? \*

Please provide, at minimum, one or two succinct paragraphs in your response to this question.

[Empty text box for question 9 response]

10. In order to complete a virtual internship, you will need regular access to a computer/laptop and internet at various times of the day and/or evening. Please let us know if you will need assistance in obtaining the required technology. \*

No, I do not need assistance; I have regular access to the required technology.

Yes, I need assistance; I do not have regular access to the required technology. Below, please indicate your technology needs (ie. Chromebook or Wi-Fi).





Spring 2021 Virtual Internship Application

11. Please upload a copy of your unofficial transcript \*

SMCCCD students can obtain their unofficial transcripts by logging in to <https://websmart.smccd.edu/> and emailing your unofficial transcript to yourself.

Unofficial Transcript  No file selected

12. Please upload a current resume/CV. \*

Resume/CV  No file selected

13. Please provide two professional or academic references who can speak to your ability to succeed in this internship. \*

Reference #1: Title

Reference #1: Name

Reference #1: Email Address

Reference #1: Phone

Reference #2: Title

Reference #2: Name

Reference #2: Email Address

Reference #2: Phone

**PLEASE NOTE:** Initial interviews for this program will take place the week of **October 26, 2020** via Zoom. You will be contacted by SMCCCD Study Abroad to schedule your interview. Please see full program [timeline](#) for other important program dates.