

INTERNSHIP AND PLACEMENT OFFICE
Civic Leadership Applicants
(Please Read Below Before Applying)

Applications must be returned by August 28th for the Fall term.

STEP 1

- Complete an online application if you meet these criteria:
 - ✓ completed 12 credits
 - ✓ have a 2.5 Grade Point Average or higher
 - ✓ successfully completed POS 2041 with a minimum grade of C
 - ✓ satisfactory completion of or concurrent enrollment in POS 2112 or INR 2002

STEP 2

- On the application, list three potential employers with which you'd like to intern

STEP 3

- Print and return the application along with...
 - ✓ an unofficial copy of your transcript (from your Atlas account)
 - ✓ the Letter of Recommendation completed by one of your professors
 - ✓ a Statement of Intent which indicates why you would like to participate and why you believe you are a good candidate for the Program. There is no specified length for the statement.

STEP 4

- Read the statement of terms, sign and date the application

**Return completed application packet to one of the
Internship and Placement Offices below:**

East: 5-230 Osceola: 1-263 West: SSB-206 Winter Park: 1-104

STEP 5

- Your application packet will be evaluated by Professor Mark Logas, mlogas@valenciac.edu, Civic Leadership Internship Program (CLIP) Coordinator, as part of the eligibility process.
- Professor Mark Logas will notify you by email if you are selected.
- If you are not selected, you will receive a letter from IPO indicating the steps you need to take to be eligible in the future.

NOTE

- **The eligibility process takes 2-3 weeks.**
- **Program acceptance does not mean you are registered.**
- **You may have to complete an application for the internship employer.**