Global Engagement Seminar
Pre-Departure Praxis Application
Facts you need to know!

1. **The deadline for the Pre-Departure application is March 12, 2015.** Please send completed materials to praxis@smith.edu.

2. **The GES Praxis Internship Confirmation is to be completed in country once your internship is secured.** Materials must be emailed or faxed no later than: date TBA.

   End of Internship: Upon completion of your internship a letter on official letterhead or email sent directly to praxis@smith.edu from your host organization confirming that you have completed the internship, and commenting on your work performance. You must also complete the **Summer Activity Report.** Supervisor confirmation letters must be in English or translated by the department chair prior to submission. All of the above documents are to be completed and submitted no later than **Friday, August 28, 2015.**

3. **NOTE:** Failure to complete materials and provide confirmation from the employer will be reflected in your final grade for the seminar.

4. **Check your Smith email often!** All Praxis communications (including important deadline reminders) will be conducted via your Smith email account. If you are absolutely unable to access email you must provide an alternative means of communication.

5. In the event that you do not complete your internship, you will be expected to return the full amount of the stipend or the prorated amount for the time you did work (worked hours must be verified in writing from your supervisor).
GES Pre-Departure Praxis Application

Download, and email completed application including the reflection questions to: praxis@smith.edu by MARCH 12, 2015

Name: ___________________________________________________________  
  Last                                   First                                   Middle

Class Year: __________________  Date: __________________  99# __________________

Smith College Box # __________ Campus Ext. ________ Email: _______________________________

Pre-Major/Major Adviser: ________________________________ Will you be using Praxis Funding? Yes  No

By signing this application, I confirm that I understand and agree to the following:

1. If awarded Praxis funding, I accept the Praxis stipend with the full intention of completing this internship.

2. If emergency circumstances arise and I am unable to complete my internship, I will speak to a Lazarus Center, I will speak to a Lazarus Center Adviser, the GES faculty instructor, or a staff member in the Global Studies Center before leaving my internship.

3. I will submit the GES Internship Confirmation Materials no later than: Date TBA.

4. I will submit a Summer Activity Report and after my internship supervisor has submitted a letter confirming that I completed the internship as agreed upon with the organization. These items must be completed and submitted no later than August 28, 2015.

5. Failure to provide documentation to the Lazarus Center confirming the completion of my internship will result in my being charged for the full amount of Praxis funding that I have received.

6. If I withdraw from Smith College at any point after receiving a Praxis grant, I will be charged the full amount of the funding I was awarded.

7. I understand that Praxis is a one-time grant. I will not be eligible to apply for a Praxis grant in the future.

Signature: ___________________________ Date: ___________________
GES Internship Pre-Departure Reflection Questions

Please attach responses to the following questions to your application. You are strongly encouraged to read last year’s GES Summer Activity Reports (Greece), and/or begin to research potential internship sites before writing your responses.

1. What drew you to this particular seminar? How do you see it fit in with your overall academic goals?

2. What internship and/or work experiences have you had so far? How have they prepared you for the internship this summer? What skills do you bring?

3. What challenges if any do you anticipate you will face interning abroad?

4. Past GES participants have reflected on cultural and/or language and communication challenges that surfaced during their internships. How will you handle these kinds of situations should they emerge?

5. Having read a bit about possible internship sites, what kinds of organizations or opportunities are you drawn to? What in particular looks interesting and engaging?

6. What strategies would you use if you found yourself in an internship that wasn’t what you expected? How would you communicate your needs and advocate for yourself?

7. Think ahead to the end of the summer. What do you imagine you will have achieved through your internship experience?

8. What questions are on your mind about the internship experience?