

Penn State Harrisburg
Application Instructions for
The Harrisburg Semester Internship Program

Thank you for your interest in **The Harrisburg Semester**. Your Application Packet consists of the program application form, non-degree application form, short essay, writing sample, and two letters of recommendation. Please mail your application packet as instructed below. In addition, a copy of your resume and writing sample must be emailed to the program coordinator for sharing with prospective internship sponsors.

Mail Application Packet to: Carol Nechemias, Ph.D.
Coordinator - The Harrisburg Semester
Penn State Harrisburg
School of Public Affairs
777 W Harrisburg Pike
Middletown, PA 17057
E-mail: c4n@psu.edu Phone: 717.948.6049

Application Check List:

- Program Application Form (see below)
- Resume. Place a hardcopy of your resume in the Application Packet. You may want to consult your Career Services Counselors to assure you have a well-structured and well-written resume appropriate for sharing with prospective internship sponsors.
- Writing Sample. Place a hardcopy of your writing sample in the Application Packet. The writing sample should come from a recently completed course and sent as a Word Document.
- Electronic Copy of Resume and Writing Sample. Email a copy of your resume and writing sample to Dr. Carol Nechemias at c4n@psu.edu.
- Academic Transcript. Include a copy of your academic transcript the in the Application Packet. Be sure your Grade Point Average (GPA) is present.
- Two Letters of Recommendation. At least one recommendation must come from a professor having direct experience with your academic work. You may print a copy of the form and share with your references or ask them to complete the recommendation form located at: <http://www.hbg.psu.edu/hbgsemester/recletter.doc>. You will need to obtain a hardcopy from them to submit with your application packet.
- Registration Form. Upon acceptance into the program and as a non-degree student the Harrisburg campus registrar will contact student to register for the course.
- Non Degree Application Form. (*Non PSU Students Only*)
Please fill out the undergraduate non-degree application and submit to the Harrisburg campus registrar. The application can be located at:
http://www.registrar.psu.edu/registration/undergrad_nondegree.cfm

The Harrisburg Semester

Program Application Form

Select Semester Choice:

<input type="checkbox"/> Spring 2012	<input type="checkbox"/> Summer 2012	<input type="checkbox"/> Spring 2013	<input type="checkbox"/> Summer 2013
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Student Information

Date: _____

Name: _____
Last Name First Name Middle Initial

PSU ID#: _____ SSN: _____
*See footnote if providing SSN.

Mailing Address: _____
Street Address Apartment Number

City State Zip Code

E-mail Address: _____

Institution/
Campus Location: _____

Major: _____

Current Semester
Standing (circle one) 3 4 5 6 7 8 Current GPA: _____

Advisor's Information: _____
Name

Academic Institution College

Email Address Phone Number

*If you are applying for The Harrisburg Semester as a student from an academic institution outside the Penn State system, your social security number is needed to establish a Penn State ID. Once the PSU-ID is established, you will use this as your form of identification.

By submitting this application you acknowledge that your application information including, but not limited to name, address, and major, may be shared with prospective internship sites for the purpose of internship site selection.

Short Essay

In a short essay, describe your objectives in applying to the Penn State Harrisburg Semester Program. Explain what you hope to gain from your experience in this Harrisburg-based internship program.

If you have an interest in a particular type of internship, please note this as well.

Print copy of short essay and include in Application Packet.