

Eastern Connecticut State University
Graduate Division
Graduate Internship Application (GI)

The Graduate Division announces the Graduate Internship (GI) program for **full-time** matriculated graduate students for the next academic year. The priority application deadline is **April 21 at 4:00 PM EST**. (The final application deadline is July 6 at 4:00 PM EST.) Internship placements are available in Coventry Public Schools and Windham Public Schools.

Eligibility

The Graduate Internship is a non-need based, one-year program administered through the Graduate Division and is contingent upon the student: **(1)** having been accepted to a graduate degree program and **(2)** having achieved a minimum 3.0 grade point average in his/her undergraduate coursework and 3.0 grade point average for all graduate coursework (if applicable).

Students cannot hold other University supported positions (such as graduate student worker; graduate research assistant; resident advisor; graduate assistant, or adjunct faculty) while holding the GI. Please note that awards are contingent upon available funds.

All Graduate Interns must maintain a minimum GPA of 3.0.

Application Process and Filing Deadlines

The following documents must be submitted to the Graduate Division, Webb Hall 160, 83 Windham Street, Willimantic, CT 06226, on or before 4:00 PM EST on April 21 for priority consideration (or before 4:00 PM EST on July 6 for final consideration):

1. Completed GI Application and Certification Statement
2. CV/Resume
3. Official transcript(s) from all colleges/universities in which 12 or more credits were earned.
4. Personal Statement of Interest to include your district of choice (Coventry or Windham) and an explanation of what positive contributions you will add to the district.
5. One professional letter of reference
6. GRE or GMAT scores (*Optional*)

Applications lacking any of the required documents will not be considered by the Review Committee.

Curriculum Vitae Instructions

You must submit a current curriculum vitae (CV) in this application packet. The CV should include the information listed below. Other information such as Volunteer Experience, Foreign Language, and Information Technology skills may also be included in the CV.

Education

List all post-secondary institutions attended in chronological order starting with the most recent. For each program, enter the beginning and end dates in the appropriate column. Cite the degrees obtained. If a degree was not conferred, enter a hyphen. Cite the cumulative GPA using two decimal points. GPAs must be cited in a manner that is consistent with the figures that appear on the attached transcripts.

For example:

Institutions attended Dates Degree(s) Number Cum. received of credits GPA

- 1. State University of New York 2000-2004 B.A. 90 3.60*
- 2. Central Connecticut State University 2003-2004 - 12 3.45*
- 3. University of South Florida 1995-1998 - 20 4.00*

Work Experience

List all employers and job titles in chronological order starting with the most recent. For each job, enter the beginning and end dates.

Academic Honors, Awards, Publications, Exhibitions, Performances, etc.

List titles of any awards received during the course of your academic career. Include the dates and the awarding institution or agency. Please use a separate sheet if additional space is required. Do not include any other supporting materials, e.g., copies of articles, photographs of awards, etc.