

# MARIST

## Albany Summer Internship Program

### APPLICATION FOR ADMISSION

Marist College  
School of Liberal Arts  
Poughkeepsie, NY 12601

#### INSTRUCTIONS:

Print out and completely fill out and sign this application form. Select 1 term. Make a photocopy of this form. Mail the completed form by **February 7, 2025**, to Martin Shaffer, Ph.D., School of Liberal Arts. Contact information appears on the bottom of this form.

**Eligibility:** Sophomores, Juniors, or Seniors with a GPA of 3.0 or above in good judicial and financial standing are welcome to apply to the Albany Summer Internship Program (ASIP).

**Description of Program:** ASIP offers a select group of undergraduate college students a residential full-time summer internship opportunity in Albany, New York. Students work four full days and attend an academic seminar on the fifth day (3 credits). Students may enroll in online courses through Marist College for additional credits.

#### Personal Contact Information: *Please print*

Name \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Last First Middle*

CWID # \_\_\_\_\_ Sex: \_\_\_\_M \_\_\_\_F  
(*Marist students only*)

Email \_\_\_\_\_ Cell Phone # \_\_\_\_\_

#### Campus/Current Address

Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Permanent/Home Address

Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Emergency Contact Person: *Please identify two individuals*

Name \_\_\_\_\_ Name \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Relationship to you \_\_\_\_\_

Daytime phone \_\_\_\_\_ Daytime phone \_\_\_\_\_  
Evening/cell phone \_\_\_\_\_ Evening/cell phone \_\_\_\_\_

**Academic Information:**

Name and address of current college/university \_\_\_\_\_  
\_\_\_\_\_

What is your major? \_\_\_\_\_ Your minor, if any? \_\_\_\_\_

How many college credits have you completed as of today's date? \_\_\_\_\_

*Note: Please print out and attach your transcript or audit to this application.*

Have you done an internship before? \_\_\_\_ Yes \_\_\_\_ No

If yes, please briefly identify the organization(s):

Briefly describe your goals for an internship in Albany:

List in order of preference up to three policy areas you are most interested in (for example, environmental policy, economic policy, etc.):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If there are particular organizations you would prefer to do an internship with please list them here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Optional Personal Information:**

Do you believe you need any special assistance to perform the requirements of this program?

\_\_\_\_ Yes \_\_\_\_ No

Do you have special dietary needs? \_\_\_\_ Yes \_\_\_\_ No

Any special medical needs? \_\_\_\_ Yes \_\_\_\_ N

**Checklist of Additional Required Items and Documents:**

*Please include the following items in your application:*

- \_\_\_ Copy of your most recent transcript or academic audit
- \_\_\_ Updated current résumé (be sure it includes any previous internships or career-related jobs)
- \_\_\_ Brief essay outlining your career goals and reasons for your interest in ASIP (approx. 1,000 words)
- \_\_\_ Two recommendations from faculty members and/or your academic advisor

**Student’s Acknowledgement and Agreement:**

I, the student, hereby acknowledge that the information on this form and the information in all additional documents that I provide is complete and accurate. I understand that my admission to the Albany Summer Internship Program is a privilege, not a right. I agree to abide by rules and procedures required of all students at Marist, if accepted. If enrolled, I hereby agree to assume all risk of injury to person and property and to hold Marist College harmless from any claim to my person or property. I understand that this application form and other documents I provide may be shown to internship employers.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Contact Information for the Albany Summer Internship Program:**

Martin Shaffer, Ph.D.  
School of Liberal Arts  
Marist College  
Poughkeepsie, NY 12601  
(845) 575-3295  
[Martin.Shaffer@marist.edu](mailto:Martin.Shaffer@marist.edu)

Completed applications can also be dropped off for Dr. Shaffer at the School of Liberal Arts office in Fontaine 200.

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