

## Requirements

To apply, students must have the following:

- GPA of 3.0 or higher on a 4.0 scale
- TOEFL 550 (79) or higher or IELTS 6.0 or higher
- At least one letter of recommendation
- Proposal of the type of internship work that the student hopes to do (please note that we cannot guarantee the position)
- Completion of at least two years of full-time undergraduate coursework at home university

## Application Timetable

Semester	Application Deadline
Fall Semester	May 1
Spring Semester	November 1

Interested students should apply as early as possible to have enough time to get a student visa. Admission to the International Internship does not imply admission to Chatham University. If you participate in the International Internship and then want to become a degree-seeking student at Chatham, you must apply following normal application procedures.

For more information about the Chatham International Internship, please visit [chatham.abroadoffice.net/unitedstates.html](http://chatham.abroadoffice.net/unitedstates.html)



## chatham UNIVERSITY

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# Chatham International Internship



chatham  
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# Extend your Chatham Semester into a Chatham International Internship.

Blend your classroom learning with real world experience for the best career preparation.

Qualified students are invited to follow their one or two terms through the Chatham Semester with professional experience as a full-time intern (normally 40 hours per week).

Students participating in the Chatham International Internship will take a Career Preparation course during the preceding semester that will teach them how to write an American-style resume and cover letter. The course will also cover:

- interviewing techniques
- networking
- developing a web presence
- writing a professional statement
- managing conflict
- making ethical decisions

During the Chatham International Internship, students will take a course that meets once per week in which they will receive support from Career Development and their faculty advisor. During this course, students will:

- reflect upon and engage in deeper discussion about their internship experience
- explore how to deal with unexpected situations and solve problems
- examine motivation and independence

Throughout the internship, advisors and supervisors provide feedback so that the student not only has the experience, but also understands the internship's meaning in relation to their career and professional growth.



## FAQ

**Q: What types of internships can students find in Pittsburgh?**

A: As a mid-sized United States city, Pittsburgh offers something for everyone. Pittsburgh is the corporate headquarters for numerous corporations including eight Fortune 500 companies. Internship opportunities are usually available for students in most majors, including arts, business, communications, and political science.

**Q: Are interns paid?**

A: It depends. Sometimes they are; sometimes they aren't.

**Q: How long can students spend as interns?**

A: This depends on how much time students have studied in the Chatham Semester program. If a student has studied one semester, which is about four months, then that is how long the student can stay and intern. A student who spends two semesters studying, ending in the spring, can stay as an intern that summer and continue interning in the fall.

**Q: Where do interns live?**

A: Interns are required to live in Chatham residence halls unless the internship location makes this impractical. Interns can travel for free around the city using their Chatham ID cards and continue to enjoy campus amenities including the dining hall and fitness center.

**Q: Where have international students at Chatham interned in the past?**

A: Chatham international and exchange students have interned at the following sites:

- WQED
- Global Solutions Pittsburgh
- Green Building Alliance
- Good Shepherd Veterinary Hospital
- League of Women Voters
- Center for Women's Entrepreneurship
- Eastman Tribe Interiors

In addition, in the past year Chatham students have completed internships at the following sites:

- Greater Pittsburgh Literacy Council
- Global Pittsburgh
- Thomas Merton Center
- Pittsburgh Center for the Arts
- THREEafrica
- Girl Scouts of Western Pennsylvania
- Maniac Magazine
- Sampsonia Way Magazine
- Active Pittsburgh
- PA Center for Women and Politics
- Phipps Conservatory and Botanical Garden
- Ten Thousand Villages

**Q: Can a student decide during the Chatham Semester that he or she would like to stay for an internship?**

A: No, we require that students enter the Chatham Semester knowing that they plan to stay for the internship so appropriate coaching can occur.