



## **INTERN REQUIREMENTS AND ROLES**

### **Requirements**

- Full-time Undergraduate student with a minimum of 12 semester units at Woodbury University
- Free of all official University academic and disciplinary restrictions
- No experience necessary

### **Roles and Expectations**

- Attends all Assembly meetings, retreats and functions.
- If an ASWU Assembly member is not able to attend a meeting, that member is responsible for contacting the Executive Vice-President in advance to give a notice and reason for the absence.
- Only three absences per semester are allowed:
  - Three unexcused tardies are equivalent to one absence
  - Missing ASWU retreats are equivalent to two absences
  - Missing ASWU transition sessions, workshops or other mandatory functions will be left to the discretion of the ASWU Assembly
- Meets with respective ASWU Executive Board member during focus groups or one-on-one meetings.
- Should attend a minimum amount of three OAC funded events per semester and have a written report for the following assembly meeting that should be emailed to the Executive Vice President.
- Visibly supports all or most student organizations.



## Intern Candidate Application

All applications must be submitted on this official form to the ASWU's box in the SORC located in the Whitten Center.

Name \_\_\_\_\_

Major \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Current Class Standing (check one):

- Freshman
- Sophomore
- Junior
- Senior

Have you been involved with ASWU previously? (If yes, what position did you hold?)

- Yes, I was \_\_\_\_\_
- No I haven't.

Briefly describe what you are interested in (Marketing, Finance, Administrative Affairs, Student Organizations, Student Life) and what you would bring to ASWU.

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Signature

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Date