

Application for GEARE Program

Student ID: _____

Name: _____

Engineering Discipline: _____

Current Cumulative GPA: _____

Select one: U.S. Citizen Permanent Resident Student Visa

Date of Birth: _____

Current Address: _____

Current Phone: _____

Purdue email: _____

Permanent Address: _____

Permanent Phone: _____

Parent/Guardian Information

Name: _____

Relationship: _____

Address: _____

Phone: _____

Email: _____

Emergency Contact Information

Name: _____

Relationship: _____

Phone: _____

Email: _____

Academic Advisor Information

Name: _____

Campus Address: _____

Phone: _____

Email: _____

It is recommended for you to study abroad in the spring semester of your junior year. Specify the year that you intend to go abroad, i.e. 20XX. _____

GEARE language of choice: _____

Study Abroad Country of choice: _____

How did you hear about the GEARE program? _____

List last foreign language course taken and term for course: _____

Please list below any previous international travel experiences you have had. Indicate countries visited, for how long and for what purpose:

Purdue University

GEARE Program

Student Policy Statements

1. GEARE Expectations - Students enter and continue in the GEARE program in good faith and in fairness to their employers, Purdue University, and Purdue's partner universities. Students will maintain satisfactory academic records and satisfactory job performances with their employers. Upon satisfactory completion of all GEARE requirements, students will receive a minor in Global Engineering Studies.

2. GEARE Requirements – Students commit to

- Maintain a 3.0 GPA
- Complete 12 credits of a foreign language or demonstrate comparable proficiency
- Attend 5 cohort meetings during the sophomore year
- Complete one domestic internship or research experience
- Complete three 1-credit cultural seminar courses
- Complete one semester of study abroad
- Complete one global internship or research experience
- Complete one Global Design Team Project.

3. GPA Requirement- Students must meet Grade Point Average (GPA) and academic requirements to participate in the GEARE program.

Students must obtain a 3.0 GPA in order to be admitted to the GEARE program. They must maintain a 3.0 GPA throughout the duration of the program. If the student's GPA drops below 3.0 the student may be put on probation or dropped from the GEARE program at the discretion of their GEARE coordinator.

Students with a GPA below 3.0 at the time of application for study abroad are unlikely to be accepted for study abroad. If a student is accepted for study abroad, but their GPA is below 3.0 prior to the beginning of the study abroad semester, they may be dropped from the GEARE program at the discretion of their GEARE coordinator. However, if accepted for study abroad, students may continue with their plans to study abroad regardless of their status with the GEARE program.

4. Language Requirement - Foreign language study is a requirement of the GEARE program. Students may study the following languages: Arabic, French, German, Japanese, Mandarin, Portuguese, Russian, and Spanish. Students should consider languages coinciding with study abroad programs approved by the College of Engineering. Students must complete the equivalent of 12 credit hours or demonstrate comparable proficiency prior to going abroad. Typically, this means 202-level for languages that are taught

in 3-credit hour courses (French, German, and Spanish) and 201-level for languages that are taught in 4-credit hour courses (Asian studies)

5. Cohort Meetings - Students are required to attend five GEARE meetings during their sophomore year. The meetings are designed to provide students with information to help them identify internship/research opportunities, select an appropriate study abroad destination, and better understand the elements involved in organizing the international experience. Several meetings and workshops will be organized during the sophomore year. Specific information or networking opportunities will be presented at each meeting or workshop. A calendar of events will be given to students at the beginning of the sophomore year. Students should attend at least 5 of the events, and may choose events that are most relevant to them. Failure to attend 5 events may result in dismissal from the GEARE program.

6. Internship/Research Requirements - Application to the GEARE program does not guarantee job placement. Students are required to complete one domestic and one international internship/research experience. The Office of Professional Practice will make every effort to assist with internship/research placement. This includes sending GEARE student resumes to potential employers, resume and interview workshops, assistance with approaching employers during career fairs, etc. Nonetheless, it is the student's responsibility to find an internship/research placement meeting the requirements of the GEARE program.

Industrial internship or paid research placements must be full-time (36-40 hours per week) for a minimum of 10 weeks. The internships must be within the student's field of study and students must register for a Professional Practice course using the appropriate course numbers.

Students may also pursue unpaid or for-credit research experiences. These experiences may be undertaken during an academic semester. In these cases, students will need to complete a minimum of 360 hours within a 6-month timeframe.

The GEARE program was designed for students to obtain domestic and international work experience with the same employer. Students are encouraged to pursue these opportunities when available. However, if employment or research with the same employer is not possible, students are free to pursue other opportunities.

Immediately after accepting an internship or research opportunity, the student is required to contact the Office of Professional Practice to report details of the opportunity including name of employer/institution and location. The student should provide a copy of the offer letter to the Office of Professional Practice and to their GEARE Coordinator.

7. Ethical/Professional Conduct - Students will act in an ethical and professional manner as a representative of Purdue University and their employers. For example, if a student reneges an already accepted employment offer to accept a new employment offer, the student will be automatically dropped from the GEARE Program.

8. Internship Reporting/Evaluation Requirements - The Work Session Record and Evaluation form, the Professional Practice Student Performance Appraisal form, and a written work report approved by the employer are required for each work/research session. Additionally, students give the Professional Practice office the right to collect and disseminate certain data about work experiences in the aggregate. Only the Professional Practice Office and university staff will have access to individual data. The students' privacy will be maintained at all times. This data will be used to evaluate and improve the program. Participation in these surveys is a requirement of participation in the program. Submission of these reports, forms and information is a condition for a satisfactory grade in each work session course. These forms, and the work report, are due the first day of classes following the work session, unless otherwise specified by the Faculty Coordinator. If they are not received by the end of the first week of classes, the student's grade may be changed to Unsatisfactory/Incomplete. If not received within six (6) weeks (3 weeks in summer), the employer may be notified. If not received by mid-semester (end of 4th week in summer), the student may be dropped from their Professional Practice Program.

9. Registration - Students must register for each of the required work sessions as established by their schools and pay the required registration and service fee. The course registration fee is due in the Bursar's Office by the deadline specified by the University. If not received by the deadline, students will automatically be assessed a late fee. A new bill will be mailed that includes the late fee and the course registration fee. The student's record will be encumbered if payment is not received within 3 weeks of the due date. Poor postal service or not receiving a fee statement are NOT acceptable reasons for waiving the late penalty. Failure to register for a Professional Practice work session course or failure to pay the required fee may result in immediate termination from the Professional Practice Program.

10. Cultural Seminar Courses - Students will register for and complete a series of one-credit hour cultural seminar courses. ENGR 29701 will be taken one semester prior to study abroad. ENGR 39700 will be taken online while the student is participating in study abroad or international internship/research experience. ENGR 49700 will be taken once the student has returned from their international experience.

11. Study Abroad Requirement - Students are required to study abroad for one semester. Students should consider several factors when choosing a study abroad destination including language, availability of transferable courses, academic dates, location of internship, and visas. Students must choose to study at a university partner approved by the College of Engineering coinciding with their language of study. Students choosing a destination outside of these parameters must present a valid reason and gain approval from their GEARE coordinator. The Office of Professional Practice will provide students with information regarding the feasibility of completing GEARE requirements in various locations around the world.

Students must apply to study abroad through Purdue's Office of Study Abroad by completing and submitting all necessary paperwork by the required deadline for their program. The program is designed so that students will study and work abroad during the spring and summer of their junior year. Students will apply for study abroad one semester in advance. The deadline for spring applications is **September 15th**.

Upon acceptance to study abroad, students must meet with a Study Abroad Advisor and complete all paperwork and follow all guidelines put forth by Purdue's Office of Study Abroad.

Prior to study abroad, students must meet with the GEARE Coordinator or other academic advisors within their major to discuss transferable credits. It is the student's responsibility to obtain transfer credit pre-approval.

12. Disciplinary/Probationary Concerns - Students with disciplinary records **may not** be approved for study abroad. Students on disciplinary probation **will not** be approved for study abroad. Students placed on disciplinary probation after being approved for study abroad will have their approval revoked. Failure to study abroad will result in dismissal from the GEARE program.

13. Study Abroad Academic Performance – While abroad, students are a representative of Purdue University and the GEARE program. Students should perform well academically. If a student is unable to transfer back credit from study abroad due to poor academic performance, the student may be dropped from the GEARE program at the discretion of their GEARE coordinator

14. Global Design Team Project - Students are required to complete a Global Design Team project. The requirement can be fulfilled by examining a problem that relates to global challenges, including international students or host-country nationals on the team, or by participating on a Global Engineering sponsored design team. Students may combine the Global Design Team project with their Senior Design Team project.

15. Withdrawal - A GEARE student may withdraw from the GEARE program by writing a formal letter of withdrawal to the Assistant Director of Global Professional Practice and to their GEARE Coordinator. They must specify a reason for withdrawal.

Agreement Statements

I have read and understand the policies governing my participation in a Professional Practice Program at Purdue University and hereby apply for admission. If accepted, I agree to abide by the policy statements and responsibilities listed above as conditions for admission to and continuation in the program.

I understand that under the Family Rights and Privacy Act of 1974, I have the right to inspect and review any records that are sent out of the University directly related to me. I hereby waive these rights regarding my resume, records, grades, directory information, employment information, or evaluations which:

(1) may be provided to an employer or institution as the basis for my application for GEARE placement;
Yes, I agree _____ No, I do not agree _____ (place an "X" in the appropriate place)

(2) may be provided to or received from my GEARE employer or research institute for the purpose of evaluating my progress while in the GEARE program.

Yes, I agree _____ No, I do not agree _____ (place an "X" in the appropriate place)

_____ Date _____ Signature

Student Name

GEARE Application Check list

_____ I have completed the agreement statements on the previous page.

_____ I have attached my resume to this application

_____ I have attached a transcript to this application (may be an unofficial transcript from MyPurdue)

_____ I have attached an application essay to this application

The application essay should be 1-2 pages in length. The essay should describe your motivation for studying and working abroad. The essay should be well written and specify the reasons for choosing your particular program. In addition, you should describe yourself, your academic experience, your goals and how you hope to incorporate your study and work abroad experience into your future plans. Be aware that not only will the selection committee at Purdue read this essay, but it will also be forwarded to the host institution/program sponsor, as well.

Please deliver the completed application packet to the Office of Professional Practice in Potter Engineering Center, Room 114, by the designated due date.