



Van Andel Institute

Application for **Guest Student** Status
at Van Andel Institute

The student should complete the top section; forward it to the person preparing a recommendation, who after completing it should forward it to the college registrar for approval. When all 3 sections are complete, forward it to VAI (see below).

Student Information
(to be completed by the student applicant)

Student Name: _____
Last First MI Birthdate

Email Address: _____

Current Address _____ Phone: _____

College/University: _____

Preferred Laboratory (if none, indicate no preference): _____

Term Dates: _____ Name of Investigator: _____

1. Student Status: _____ 1st yr _____ 2nd yr _____ 3rd yr _____ 4th yr _____ Other _____

2. Major: _____

3. Are you on probation (academic or social) or under disciplinary action by the college/university?
 _____ No _____ Yes (Please explain) _____

4. Courses taken and grades. Please send an **official** transcript to:
Van Andel Education Institute, 333 Bostwick Ave NE, Grand Rapids MI 49503-2518

5. Are you a U.S citizen or permanent resident? _____ Yes _____ No If no, what is your immigration status? _____

Recommendation
(to be completed by a faculty member, academic adviser or administrator)

1. Recommender Name and Title: David Elrod, PhD, PSM Coordinator

2. Professional relations with the student: Professor, Advisor, PSM Program & Internship Coordinator

3. Testimony to the student's qualifications, preparation and character to do independent work in a supervised laboratory: _____ is prepared for an internship

4. What is the place of the proposed work/study at VAI in the student's academic program? Examples: Fulfills a major requirement, a general college requirement, an elective, or a specific requirement (please indicate.) 4 Credits of PSM691 Internship required for M.S.

5. College/university expectations for this work/study:

a. A certain number of hours? minimum of 448 hours for 4 credits

b. Specific responsibilities? Those suitable for a masters-level employee

c. A letter grade? If so, when should it be submitted and to whom? Credit/No Credit => David Elrod

d. A written evaluation? If so, to whom should it be submitted? Online Eval -- see below

e. Other? If so, what? www.gvsu.edu/careers => Online Forms => Employer Eval Internships

Registrar Approval

Registrar's Name (or designee): David Elrod, PhD, PSM Coordinator

Amount of credit to be awarded: 4 Credits

Approval: Yes _____ No _____ Comments: Student is required to turn in a written internship report and to do an oral presentation for their GVSU department

PSM Coordinator Signature _____

2008

Please send completed application to:	
<i>Carol G. Rappley</i> <i>Van Andel Education Institute</i> <i>Van Andel Institute – Graduate School</i> <i>333 Bostwick Ave NE</i> <i>Grand Rapids, MI 49503-2518</i>	Or fax to: (616) 234-5709

*A Guest Student is one who is working / studying at the Van Andel Research Institute (VARI) for credit at their academic institution in which they are enrolled. To be eligible for work / study at VARI, the college / university must have a current Institutional Agreement on record with VAI. Contact the VAI Graduate School Office at (616) 234-5708 if needed.