



SAN DIEGO
HOUSING
COMMISSION

San Diego Housing Commission Student Internship Program Manual

San Diego Housing Commission
Special Programs
1122 Broadway, Suite 300
San Diego, CA 92101
www.sdhc.org





TABLE OF CONTENTS

Overview 3

San Diego Housing Commission Curriculum 3

Purpose of the San Diego Housing Commission Internship Program 3

Basic Objectives of the San Diego Housing Commission Internship Program..... 3

Basic Criteria for Selection of Department Intern Supervisor 4

Eligibility for Student Internship Experience 5

SDHC Student Internship General Procedures 5

Major Policies and Practices for Student Internship Program 5

 1. Service to the Student 5

 2. Registering for Internship 6

 3. Procedures at Assignment 6

 4. Responsibilities of the Student 6

 5. Responsibilities of the Agency. 7

 6. Responsibilities of the Program Director 8

Sample Internship Schedule 9

Required Projects for the Internship Experience 9

 Written Objectives 9

 Initial Internship Report 9

 Planning Schedules 9

 Journal / Final Report 10

 Progress Reports 10

Internship Training Guide Outline 11

Questions To Be Addressed During The Internship 14

Summer Internship Module 16

Appendix 18

 Student Internship Agreement 19

 Internship Request Form 20

 Internship Application 22



SAN DIEGO HOUSING COMMISSION

SDHC Internship Program Manual

Overview

This manual is designed to meet the needs of the Junior/Senior and Graduate level internship program of the San Diego Housing Commission (SDHC or Agency) which operates in partnership with various universities in the San Diego region. This manual is a guide for students, faculty, and the Agency on the established policies of the department for the internship requirements.

Internships at SDHC should be student-centered. The following material is written with this in mind, emphasizing the place of the student in a “three-sided” experience which involves the student intern, agency supervisor, and the university internship staff.

San Diego Housing Commission Curriculum

The purpose of a curriculum at SDHC is to educate and prepare students for multifaceted exposure to all functions within a potential Affordable Housing Career so that they may become better acquainted with the affordable housing industry. Such experiences may include involvement with Rental Assistance operations, Property Management, Family Self Sufficiency Programs, Real Estate, Finance, and all other levels of Compliance and Operations. In addition, student interns may be provided with opportunities to observe other Housing Authority functions through various local professional development conferences.

Purpose of the San Diego Housing Commission Internship Program

The basic purpose of the internship program is to provide a planned transition from the university curriculum to a professional Affordable Housing Industry setting. During the internship, the student will assist and test the practical application of various agency practices within a professional setting under the guidance, observation, and supervision of an agency professional and the Director of the Program. As part of the internship experience, the agency department supervisor and the Director of the Program will evaluate the student. In addition, the student will continually review his/her own knowledge, skills, accomplishments, and professional growth as they apply this preparation for entry into the Affordable Housing profession.

Basic Objectives of the San Diego Housing Commission Internship Program

1. To provide the student with an opportunity to integrate theory and practice in his/her professional education and to encourage the exchange of contemporary thinking and insights between the intern and agency personnel.



2. To provide the student with an opportunity to promote and broaden his/her philosophy and understanding of the Affordable Housing profession.
3. To enable the student to obtain information which can be used as a basis for making choices in relation to future jobs, areas of specialization, and/or further studies in Affordable Housing or other Public Agencies.
4. To enable the student to realize his/her own strengths and weaknesses.
5. To provide the student with an opportunity to gain experience in and/or knowledge in overall operational functions within the Agency.
6. To help the student gain an understanding and appreciation of the roles, duties, and responsibilities of a full-time San Diego Housing Commission professional.
7. To develop the student's skills in various program areas and to increase his/her knowledge of the organization and administration of SDHC operations.
8. To provide the student with experiences that will enable him/her to develop sound human relations.
9. To strengthen relationships between SDHC and the participating universities.

Basic Criteria for Selection of Department Intern Supervisor

1. The Department Supervisor must have a high degree of professional status in his/her own area of operations.
2. The Director of the Program and the student agree on the department to which he/she is assigned by first determining the needs and interests of both the student and department before assignment.
3. The internship must be performed within a reasonable distance from campus to allow for proper supervision on the part of the university if requested.
4. The Department Supervisor agrees to accept the student and meet with the Director of the Program as needed. Such meetings will normally occur once or twice during the student's internship experience.
5. The Department Supervisor cooperates to the fullest extent with the Director of the Program in carrying out the internship practices, policies, and procedures established by the Internship Program.
6. The Director of the Program must assist the student in developing the following:



- a. A sound understanding of the agency's goals and objectives.
- b. A comprehensive understanding of how to work with boards, commissions, governing bodies, and other administrative groups.
- c. Experiences working with budgets and budgeting for programs.
- d. Experiences related to the purchasing and care of equipment and facilities.
- e. Program planning and development of leadership.
- f. Other SDHC Operations experiences that would be beneficial to the student.

Eligibility for Student Internship Experience

1. Junior/Senior or Graduate student standing.
2. Maintenance of a 2.0 grade point average.
3. Continued cooperation with the Director of the Program throughout the pre-intern application and qualification procedures for assignment to a department.

SDHC Student Internship General Procedures

1. Student applies for internship placement by submitting a resume and a completed SDHC Internship Application.
2. Internship must be approved by the Internship Director or designee during a pre-selection meeting.
3. Orientation sessions will be required prior to the internship, time to be arranged, and again at the completion of the internship experience for the purpose of sharing information, clarification, and the need for change within the program.
4. All interns will be visited, as necessary, by the Director of the Program during their internship. The number of visits will take into consideration the student and the Department.
5. Evaluations will be submitted by the student and the Department Supervisor to the Director of the Program.

Major Policies and Practices for Student Internship Program

1. Service to the Student.

The service to the student is not superseded by service to the agency.



2. **Registering for Internship.**

The Director of the Program should be notified of the student's intent to register for an internship experience through the submission of a SDHC Internship Application and Resume.

3. **Procedures at Assignment.**

During the period of the student's assignment to the Agency, adherence to the following procedures is advantageous to the student, the Department Supervisor, and the Agency's program:

- a. After assignment to a Department, and before the student begins the internship experience, he/she must complete all required Human Resources background checks and clearances required for on-boarding.
- b. After consultation with the Department Supervisor, the student should state (in written form) clearly defined goals and objectives for the internship experience and present a copy of these objectives to the Director of the Program.

4. **Responsibilities of the Student.**

a. To the Agency:

- 1) Accept and assume full responsibility as a part-time employee.
- 2) Realize that the Agency is providing cooperative service for the intern's benefit.
- 3) Accept the responsibility of working a maximum of twenty (20) hours per week as arranged by the student and as part of the program requirement.
- 4) Develop and submit to the agency goals and objectives to be met during the internship.
- 5) Make necessary transportation arrangements.

b. To the University:

- 1) Conform to University policies as a fulltime student.
- 2) Accept the internship opportunity as a cooperative agreement between SDHC and the participating University.



- 3) Develop and submit to the Director of the Program goals and objectives to be accomplished during the internship if required.
- 4) Submit to the Director of the Program a written account of experiences during the internship, if requested.
- 5) Complete any appraisal form(s).

c. Required Assignments and Projects:

- 1) Present written goals and objectives to Special Programs Department Director.
- 2) Submit two (2) progress reports with the Department Supervisor's signature.
- 3) Attend all internship meetings, including the internship evaluation which will be conducted the last week of the internship.
- 4) Submit a Self-Appraisal Form to the Special Programs Director at the end of the internship.

5. Responsibilities of the Agency.

a. To the student:

- 1) Provide professional guidance and direction relevant to the functions of the Agency.
- 2) Lead the student progressively into assuming increasing responsibilities as a Housing Professional.
- 3) Consider the student as a part-time employee of the Agency's staff.
- 4) Assist the student in achieving stated goals and objectives.
- 5) Provide the student with a written set of guidelines of expectations and duties during the internship.
- 6) Conduct a formal evaluation of the student.

b. To the University:

- 1) Assure that the student is receiving maximum opportunity, direction, and guidance during the internship experience.



- 2) Cooperate fully with the University Internship Supervisor/Counselor on all matters pertaining to the student's internship as requested.
 - 3) Assign a person to supervise the student intern who has had the proper educational and practical background.
 - 4) Maintain regular contacts with the University Internship staff.
- c. Specific Agreement and Evaluation Responsibilities:
- 1) Return one (1) copy of the Internship Agreement Contract to the Special Programs Director.
 - 2) Cooperate with the student intern in completing a progress report at the midway point and toward the end of the internship. (The student intern is responsible for seeking suggestions for improvement from the Department Supervisor and for submitting the progress reports, with the Special Programs Director.)
 - 3) Notify the Special Programs Director immediately should any problem arise.
 - 4) Cooperate with the Special Programs Director by submitting an evaluation concerning the student's overall internship experience by providing an Intern Appraisal Form.
 - 5) Advise the Special Programs Director during the last week of the internship of the Agency's desire and/or preference for future employment opportunities.

6. Responsibilities of the Program Director.

- a. Responsibilities to the Department Supervisor:
- 1) Submit support materials regarding the purpose and objectives of the internship program.
 - 2) Maintain frequent contacts and/or visit with Department.
 - 3) Disclose background information about the student's professional abilities and goals.
 - 4) Make internship materials available to the Department.
 - 5) Establish a contractual agreement with the intern and Department.
 - 6) Provide copies of all appraisal and evaluation forms to the Department Supervisor.



b. Responsibility to the Student:

- 1) Provide direction, guidance, and stimulation for the success of the internship.
- 2) Provide systematic evaluation of student's performance consistent with objectives of the internship experience.
- 3) Assist student in setting realistic goals and objectives.
- 4) Assist student in placement as available.
- 5) Maintain consistent contacts with student during the internship experience.
- 6) Provide for follow-up with the student intern to review the roles of the Program, Agency, and University.

Sample Internship Schedule

First Month: Meet with the Agency Supervisor for orientation to agency.

Second and Third Months: Work with agency professionals to learn the administrative process of the agency.

Fourth Month through Remainder: Progress from assistance and observing to more autonomous roles of planning, leading, evaluating, etc., SDHC operations within the Agency, always under the direction of a SDHC staff.

Required Projects for the Internship Experience

Written Objectives.

The intern is expected to state clearly defined goals and objectives for the internship experience. These objectives are to be discussed with the Department Supervisor and presented in written form to the Department Supervisor and the Director of the Program.

Initial Internship Report.

The intern will submit an initial report to the Director of the Program during the first six (6) months of the internship. This report should be submitted on the proper form and signed by both the intern and the Department Supervisor.

Planning Schedules.



Quarterly planning schedules listing all activities for the coming quarter should be submitted on the proper form to the Director of the Program.

Journal / Final Report.

One (1) week before the Internship is completed, the intern will submit a journal concerning the internship experience. This journal should be composed of all previously submitted objectives, planning schedules, activity schedules, and supportive materials from the agency. The intern should include information relative to the overall administration of the Agency. Additional information to be included as suggested. This journal is to be neatly bound and organized.

Progress Reports.

Two (2) progress reports will be due during the year. These reports will be due at the midway point and toward the end of the internship. The intern will provide the proper form to the Department Supervisor for an assessment of the student's progress to date, and then submit the form to the Director of the Program. Signatures of the intern and the Department Supervisor are required for the form to be accepted.



Internship Training Guide Outline

San Diego Housing Commission Internship Program

The Department Supervisor, other SDHC staff, and the student intern should meet on a regular basis to discuss topics and information other than those encountered by the student on the job. During these discussions, the student can learn about other aspects of Agency operation and its problems. The student should include this information in his/her journal, plus a critical analysis of his/her internship experiences and of the Agency where the internship was provided.

- A. Orientation. (Director of the Program and Human Resources)
 - 1. General information about the community and the Industry.
 - 2. Specific information regarding the Agency.
 - 3. Introduction to Agency personnel.
 - 4. Job orientation and work schedules.
 - 5. Tour of Agency areas and facilities.
 - 6. Professional etiquette.
 - 7. General information about the Agency's services.
 - 8. Plan for the total internship assignment.
 - 9. General philosophy of the Agency.
 - 10. Goals and objectives of the Agency.
 - 11. New Employee Orientation.
- B. Legal Status of the Agency. (Director of the Program)
 - 1. History of the Agency, its origin, changes, and development.
 - 2. Legal action creating the Agency.
 - 3. State laws governing the Agency.
 - 4. Local ordinances or similar references to operational patterns.
 - 5. Liability problems and insurance.
 - 6. Methods of land acquisition, if applicable.
 - 7. Zoning laws governing development, if applicable.
 - 8. Federal and state assistance programs available to the Agency.
 - 9. Regulatory laws established or enforced by the Agency, if applicable.
 - 10. Financial aspects of Agency development.
- C. General Administration. (Director of the Program)
 - 1. Organization of the board or governing authority.
 - a. Board policies and operational procedures.
 - 1) Board officers and their responsibilities.
 - 2) Relationships with other agencies.
 - 3) Planning and conducting a board meeting.
 - 4) Working with board committees.
 - 5) Board-director relations.
 - 6) Advisory boards in the community.
 - 2. Agency organization. (Director of the Program and Human Resources)
 - a. Line-staff relationships.
 - b. Personnel operations and policies.



- 1) Job analysis and assignment of duties.
- 2) Selection of employees.
- 3) Evaluation of personnel.
- 4) Salaries and fringe benefits.
- 5) Dress codes.
- c. In-service training programs.
- d. Office procedures.
 - 1) Office operation.
 - 2) Records and reports.
 - 3) Filing systems.
- e. Use of volunteers, if applicable.
 - 1) Process of selection.
 - 2) Training procedures.
 - 3) Assignment of responsibilities.
- f. Organized labor union.
3. Finance. (Financial Services)
 - a. Control of finances.
 - b. Procedures for obtaining funds and sources of funds.
 - c. Policy for handling funds.
 - 1) Receipts and vouchers.
 - 2) Purchase orders and bids.
 - 3) Approval of expenditures.
 - d. Budget.
 - 1) Policies governing the budget's development.
 - 2) Steps in the planning, preparation, and presentation of the budget.
 - 3) Budget forms and procedures.
 - 4) Budget operations over and under adjustments.
 - e. Special finance problems.
 - 1) Establishing fees, charges, and rental rates.
 - 2) Special fund management.
 - 3) Auditing procedures.
 - 4) Bonding procedures.
 - 5) Purchase of quantity orders and discounts.
 - 6) Petty cash funds.
 - 7) Gifts and donations.
 - 8) Cash flow.
 - f. Payroll.
 - 1) Withholding taxes, social security, and retirement.
 - g. Profit and loss.
 - 1) Balance sheet, general ledger and financial statements.
 - h. General discussion of lending institutions and rates.
- D. Public Relations. (Communications)
 1. Objectives of the Agency's public relations program.
 2. Personnel responsible for public relations.
 3. Public relations budget.



4. Media used for the public relations program.
5. Publications.
 - a) Annual report.
 - b) Bulletins program.
 - c) Fliers.
6. Do's and Don'ts in human relations.
7. How to handle complaints.
8. Development of mailing lists.
9. Determining influence centers of the community.
10. Image creation.
11. Awards and recognition of lay leadership.
- E. Project Planning. (Director of the Program)
 1. Objectives of projects.
 2. How projects are chosen.
 3. Percentage of the total budget for projects.
 4. Criteria for the selection of project leaders.
 5. Steps in project planning.
 6. Factors affecting project planning.
 7. Acquisition of project equipment and supplies.
 8. Registration and reservation procedures.
 9. Citizen/Client participation in project development.
 10. Coordination of project staff.
 11. Coordination of agency facilities.
 12. Evaluation procedures and criteria.
 13. Planning for integration of the disabled.



Questions To Be Addressed During The Internship

SDHC's interns should receive a variety of experiences. This internship period could very well be the most important and impressive phase of his/her formal professional education. Here, he/she will learn specific responsibilities and acquire certain skills, but of more importance, he/she will acquire professional attitudes and philosophy that will carry over into his/her actual work situations after graduation. Since SDHC has comprehensive programs and a modern, professional approach to the Housing Industry; it is the ideal placement for an intern to learn the various aspects of the Affordable Housing Industry.

The following constitute a series of questions to be addressed by the intern during the internship experience. These questions are to be responded to in written fashion and included in the journal required at the end of the experience.

- I. Organization.
 - A. Does the Agency have a stated philosophy and objectives?
 1. If so, what are they?
 - B. What legal basis or administrative requirements does the Agency have?
 - C. To whom is the executive department director responsible (board, advisory or legal, city manager mayor, or council)?
 - D. Is there an organizational chart showing line of authority?
 1. If not, draw one.
 - E. What facilities does the agency operate?
 - F. Who has direct responsibility for each facility?
 1. Are there any jointly-operated facilities?
 2. If so, are there written agreements?
 3. Who made the arrangements?
- II. Administration.
 - A. What is the source of funds for the agency?
 - B. Budget.
 1. How is the budget prepared?
 2. What is the total budget for the agency?
 3. How are operating costs accounted for?
 4. Show budget breakdown category by category.
 5. When is the budget prepared?
 - a. By who?
 - b. Who has final approval?
 6. What is the purchasing procedure?
 - a. How are requisitions made?
 - b. Who approves requisitions?
 - c. Are purchase orders used?
 - 1) If so, who approves them?
 - d. Who approves invoices and signs checks?
 - e. Is there a monthly financial statement prepared?
 - 1) If possible, obtain a copy.



- C. Is there a Policy and Procedure Manual for the agency?
 - 1. How are the policies established?
 - 2. Who makes changes?
 - 3. How is the policy communicated to staff?
 - 4. How strictly are policies and procedures followed?
- D. What relationships exist between:
 - 1. Executive and Board or Commission?
 - 2. Board or Commission and Staff?
 - 3. Executive and Staff?
 - 4. Staff and Staff?
- E. How is inter-agency communication handled?
 - 1. How effective is it?
- F. Public Relations:
 - 1. What emphasis is placed on public relations?
 - 2. What is the attitude of the staff toward the public?
 - 3. What is the general attitude of the public toward the agency?
 - 4. What specific methods are used to insure good public relations?
 - 5. Who is responsibility for good public relations?
- G. Publicity:
 - 1. What news media are used?
- H. Who has responsibility for news released?
 - 1. Who writes the news release?
 - 2. How are news releases delivered to the various news media?
 - 3. What kind of cooperation does the agency receive from the news media?
- I. Is there a job classification system?
 - 1. Is it written?
 - 2. What are the job classifications and general responsibilities of each position?
 - 3. List all positions (Indicate whether salary or hourly wages).
 - a. Full-time.
 - b. Part-time.
 - c. Seasonal.
- J. Is there an agency library?
 - 1. How are books selected?
 - 2. How are they paid for?
- K. What is the policy concerning staff attendance at conferences and workshops?
 - 1. Who selects the participants?
 - 2. Are expenses paid by the agency?
- L. What was the highlight of your internship?



Summer Internship Module

The San Diego Housing Commission's (SDHC) mission is to provide quality housing opportunities to improve the lives of those in need. The San Diego Housing Commission Summer Internship Program is a great way to learn about the public housing industry while obtaining useful work experience. Directed by San Diego Housing Commission staff, the intern will work on a department specific project.

Internships are designed to allow students the opportunity to:

- ❖ Gain exposure to the workplace and develop practical skills
- ❖ Interact with staff that provides high quality services
- ❖ Exchange ideas and network with professionals
- ❖ Complete projects that contribute to the success of the organization
- ❖ Become acquainted with the public housing industry

Summer internships at the San Diego Housing Commission are open to all college students interested in exposure to fundamental business practices. Internship postings will be available at various collegiate Career Placement Centers and online at www.sdhc.org. Hourly compensation will be offered based on available funding.

The Summer Internship Program is being offered for two to three months depending on funding. Interns will be expected to work on weekdays, six to eight hours a day between 7:00 a.m. and 7:00 p.m. The San Diego Housing Commission is on a Compressed 9/80 Work Schedule with every other Friday off. Daily schedules may vary to accommodate departmental project needs. Interns will be expected to attend New Employee Orientation in order to learn the San Diego Housing Commission's workplace guidelines.

Applicants will need to submit a completed application packet. The San Diego Housing Commission will only review application packets that are complete; items submitted separately will not be accepted. A background check will be conducted on all approved interns. The application packet is to include the following:

- An official San Diego Housing Commission application form.
- A Personal Statement of no more than 500 words (typewritten, double spaced) that explains why the applicant is interested in an internship at the San Diego Housing Commission along with what the applicant expects to achieve from the experience and what they can contribute.
- Two Letters of Recommendation; one letter must be from a teacher or professor while the other letter may be a character/personal reference from a non-academic source.



- An official copy of the applicant's Transcripts.

The deadline for submitting a completed application packet is May. Application materials should be sent to:

San Diego Housing Commission
ATTN: Special Programs/Internships
1122 Broadway, Suite 300
San Diego, CA 92101



APPENDIX



Student Internship Agreement

Student Internship Agreement

As important members of our staff, student interns act as representatives of our organization as well as to the community at large. The intent of the agreement is to assure that both the students and the Commission are aware of their respective roles and responsibilities with regard to the internship agreement. Students make a one year commitment as San Diego Housing Commission interns at the rate of \$15.00 an hour, not to exceed a twenty (20) hr week. The Commission agrees to provide the student interns with a working environment that supports their professional and career objectives by mentoring, coaching and providing guidance to them as entry level interns.

I. Agency Expectations

The San Diego Housing Commission agrees to accept the services of _____, and commit to the following:

1. To give the student the opportunity to perform a variety of tasks in order to acquire and practice various skills that enables them to meet the responsibilities of their internship.
2. To ensure supervision and technical support to the student intern and to provide valuable feedback on daily performance.
3. To respect the skills, dignity, and individual needs of the student interns with regarding to their mentoring and coaching.
4. To be receptive to any comments from the student interns regarding ways in which we might mutually better accomplish our respective tasks.
5. To ensure the student interns are provided with strong leadership and training opportunities.
6. To allow the students with a one year period as an intern, as well as an option to be terminated at the discretion of the Commission.
7. To provide a developed cross training curriculum for the various career interests and additional access to other segments of the Housing Industry.

II. Student Intern Expectations

I, _____ agree to serve as a student intern and commit to the following:

1. To perform my internship duties to the best of my ability and to seek assistance and direction when needed.
2. To adhere to agency policies and procedures of the San Diego Housing Commission, including record-keeping requirements and confidentiality of agency information. This includes being responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as an intern.
3. To comply with the Housing Commission’s dress and grooming standards and honor code.
4. To report serious problems, including safety and personnel problems, to their supervisor.
5. To meet time and duty commitments, or to provide adequate notice, so that alternate arrangements can be made. (i.e. time sheets if applicable)
6. To maintain a working schedule and attend any cross training sessions as required

III. Agreement:

BY MY SIGNATURE I DECLARE THAT I HAVE READ, UNDERSTAND, AND AGREE WITH ALL PARTS OF THE INTERNSHIP CONTRACT AND WILL STRIVE TO FULFILL ALL PARTS THEREIN.

Student Intern

Date

Director of Organizational Dev. & Training

Date



Internship Request Form

DEPARTMENT:
DEPARTMENTAL CONTACT: Extension Email
DESCRIPTION OF DEPARTMENTAL FUNCTIONS:
INTERNS WILL LIKELY LEARN:
INTERN DUTIES:



EXPECTED QUALIFICATIONS:

COMPENSATION:

Paid/Not Paid

DURATION (12 months):

- Spring Semester – Application by September 30
- Fall Semester – Application by April 30



Internship Application

Please complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Applicant Information		
Last Name	First	Date
Street Address		Apt/Unit
City	State	Zip
Phone	Cell Phone	
Email address:		
May we use email to contact you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you hear about our internship program?		

Availability					
Please check your general availability	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (approx. 7-11)					
Afternoon (approx. 12-3)					
Evening (approx. 4-7)					

**San Diego Housing Commission operates under a 9/80 compressed work schedule and is closed every other Friday.*

Areas of Interest	
Please indicate which area interest you:	
<input type="checkbox"/> Programs	(Rental Assistance/Section 8, Real Estate, Homeless Innovations)
<input type="checkbox"/> Operations	Human Resources, Information Technology, Finance, Policy, Procurement, etc.)
<input type="checkbox"/> No Preference	<input type="checkbox"/> Other, please explain:

Experience/Education and Skills	
Current employment status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed
Current or most recent paid position held:	Job Title:
Employer:	Duration:



Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor:	Contact:
Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate school:
Level <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Areas of study and concentration:
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list language <input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Moderate
Computer Skills/Software Used:	

Personal Information
Why are you interested in an internship with our organization?
What specific experience would you like to gain through this internship?
Describe your long-term career goals:

Additional Information	
Have you been an employee of this organization in the past?	
No	<input type="checkbox"/> Yes <input type="checkbox"/>
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.	
No	<input type="checkbox"/> Yes <input type="checkbox"/>
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please explain:



Professional References	
Name	Relationship and contact info (e-mail and/or phone number)

Disclaimer and Signature	
<p>I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.</p>	
Signature:	Date: