

# **ADMINISTRATIVE INTERNSHIP PROGRAM**

**INDIANA  
LATINO  
INSTITUTE**



**2018-2019**

# 2018 INTERNSHIP PROGRAM

## About

The Indiana Latino Institute (ILI) Internship Program is designed to expose Indiana college students to careers in the non-profit sector. Selected individuals spend a determined number of hours working at the Indiana Latino Institute and complete assignments to enhance their internship learning experience. Interns will be exposed to professional development opportunities throughout their internship and will receive support from ILI staff throughout their internship; as well as a recommendation letter upon completion of the internship.

As part of this program, interns will have an opportunity to gain workforce development skills, to learn about potential careers in both the public and private sectors, and to increase their cultural competency. Interns will build relationships with ILI staff, to support them in achieving their goals.

## Purpose

The purpose of the ILI Internship Program is to provide Indiana undergraduate and graduate students with professional development experience and to build their professional network. Upon completion of the program, interns will receive a written recommendation letter for future employment a certificate of completion based on their performance during the internship.

## Internship Eligibility Requirements

- Must complete internship application and show academic ability
- Must enroll at least part time in an Indiana college or university for the fall 2018 semester
- Must be between age 18-30
- **Must participate in a 2-hour mandatory training before official start date**

## Intern Selection Process

Applicants must submit the following documents:

- Internship application
- Resume
- Official Transcript

Potential interns will be interviewed by ILI Education Program Coordinator. Interviews and strength of documents will be considered when selecting interns for the program.

## Applications are accepted between:

- **January 1, 2018 - March 31, 2018 (Summer semester)**
- **April 1, 2018 - June 30, 2018 (Fall semester)**
- **August 1, 2018- October 31, 2018 (Spring semester)**

## Benefits of Internship Program

- Gain experience in the professional workforce
- Build professional network
- Possible employment opportunities

**Interns are expected to complete a determined number of hours during the semester for which they have applied. This includes a schedule with a minimum of two days per week and five hours per day.**

For additional information please contact Danielle Davis, Education Program Coordinator, at 317-472-1055 or [ddavis@indianalatinoinstitute.org](mailto:ddavis@indianalatinoinstitute.org)

## SECTION I. Applicant Information

Full Name: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Age: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
(Month/Day/Year)

Ethnic Origin: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email 1: \_\_\_\_\_ Email 2: \_\_\_\_\_

(Please list an email address that you check regularly, as it is required to respond to our messages to be considered for the internship program.)

Do you have a valid Indiana driver's license?     Yes     No

Please explain why you would be a great candidate for the ILI Administrative Internship Program below:

Name of Emergency Contact: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

## SECTION II. Education

### High School:

Name of High School: \_\_\_\_\_

Graduation Date/Year: \_\_\_\_\_ GPA: \_\_\_\_\_

Diploma: Honors  Core 40  Other: \_\_\_\_\_

Extracurricular activities:

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### College/University Information:

College/University Name: \_\_\_\_\_ Currently Enrolled:  Yes  No

Degree or program:  Graduate  Undergraduate

Anticipated Graduation: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Are you a first-generation college student?  Yes  No

### 2018-2019 Class Schedule:

Will you be attending a college or university in the state of Indiana for the **2018-2019 Semester for which you have applied?**  Yes  No

College/University Name: \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_

Please list your schedule in the space provided:

## SECTION III. Employment

Please list the last two places you have worked or interned at; starting with the most recent:

1. Company: \_\_\_\_\_ Company Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact them as reference?  Y  N

2. Company: \_\_\_\_\_ Company Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact them as a reference?  Y  N

### References:

Please list three references that are not considered family members. (Ex. Counselor, employer, mentor, etc.):

1. Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

3. Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Will you have a job during your selected semester to intern (Ex. **Summer 2018, Fall 2018, or Spring 2019**)?  Yes  No

Where? \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Anticipated Schedule: (Ex. Mondays and Wednesdays from 3:00pm to 5:00pm)

\_\_\_\_\_  
\_\_\_\_\_

## SECTION IV. Additional Documents

Please include your resume and unofficial transcript with your application. These can be attached to the application or emailed to Danielle Davis, Education Program Coordinator, at [ddavis@indianalatinoinstitute.org](mailto:ddavis@indianalatinoinstitute.org)

## SECTION V. Internship Information

### Orientation:

Each ILI intern must attend a 2-hour orientation before the start of their internship. Please provide three available dates and times to complete this mandatory orientation in the space provided.

### Transportation:

Do you have reliable transportation to and from your internship at ILI? (Please include a back-up form of transportation if your parents are your main means of transportation.)  Yes  No

If yes, please explain: \_\_\_\_\_

If no, please explain: \_\_\_\_\_

### Special Obligations and or Activity Limitations:

Are there any obligations that should be considered in planning your internship at ILI (childcare, employment, ill family members, etc.)?  Yes  No

If yes, please explain: \_\_\_\_\_

Do you have any physical or other conditions that would limit your activity or which should be considered in planning your internship at ILI? (Proper accommodations will be made for students with physical limitations)

Yes  No

If yes, please explain: \_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship opportunity, I understand that false or misleading information in my application or interview may result in my release. The Indiana Latino Institute will only provide a copy of this application to ILI staff for their review.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THANK YOU!**