

INDIANA LATINO INSTITUTE **INTERNSHIP PROGRAM**

Corporate Application



2018

2018 INTERNSHIP PROGRAM

About

The Indiana Latino Institute (ILI) Internship Program is designed to expose college students to careers in their specific fields of study. Selected individuals spend 125 hours in their internship site and complete several assignments to enhance their internship learning experience. Interns receive professional development prior to beginning their internship, support from ILI staff throughout their internship, and a scholarship for completing their hours and requirements.

As part of this education program, interns will have an opportunity to explore a career to gain workforce development experience and learn about potential careers. Interns will build relationships with their mentor and with ILI staff, to support them in achieving their dreams.

Purpose

The purpose of the ILI Internship Program is to connect Indiana Latino students with professional development opportunities in their field of study. Students will receive a scholarship for completing all requirements of the summer internship program.

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 2017 semester
- Must be between age 18-25
- **Must participate in mandatory training on Tuesday May 22nd, Wednesday May 23rd, and Thursday May 24th, 2018**
- Preference is given to ILI program participants

Intern Selection Process

Applicants must submit the following documents:

- Internship application
- Resume
- Unofficial Transcript

Potential interns will be interviewed by ILI. Interviews and strength of documents will be considered when selecting and placing interns for the program. **Application process opens January 1st, 2018 and will close March 31st, 2018.**

Supervision and Time Expectation

Supervisors are expected to provide projects and guidance to interns as necessary. Supervisors are asked that no more than 40% of an intern's time be spent doing clerical work.

Interns are expected to complete 125 hours between June 2018 and August 2018. This includes working at the internship site from Monday through Friday, as arranged by the Site Mentor/Supervisor.

Site Financial Contribution

ILI provides a \$500 scholarship paid to the student's college or university. A site is able to provide additional funding towards a scholarship or hourly rate if it wishes to.

For additional information please contact Danielle Davis, ILI Education Program Coordinator, at 317-472-1055 or ddavis@indianalatinoinstitute.org

INTERNSHIP SITE QUESTIONNAIRE

Please complete this questionnaire and email to Danielle Davis, ILI Education Program Coordinator, at ddavis@indianalatinoinstitute.org or by fax at 317 472-1056.

Mentor/Supervisor's Name & Title: _____

Company/Organization Name: _____

Company/Organization Address: _____

City, State and Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

Would this person be directly supervising the intern on a regular basis? Yes No

Would this person be the main contact for ILI staff? Yes No

(If you answered **NO** to any of the above questions, please include name, title, phone, and email of person(s) involved):

Name:
Title:
Phone:
Email:

1. What is your area of highest need/demand for an intern?

2. Have you supervised an intern before (indicate if high school, college interns, or both)?

3. What is the career field(s) available for an intern at your site?
(e.g. social services, business, arts, nursing, finance, education, IT, etc.)

4. Approximately what percentage of the intern's time might be spent doing clerical work?
(Please, we ask no more than 40%)

5. Approximately what percentage of the intern's time might be spent with those to whom you provide services?

6. Approximately what percentage of the intern's time might be spent with other employees?

Please Explain:

7. Please type or attach a job description of 250 words or more including **the top five skills** you require or prefer on an intern and the **top four main duties/responsibilities** that you plan to assign to your intern.

8. Are there any other areas besides the main career field for the intern to explore within your organization? If so, please specify:

9. What specific skills could an intern acquire at your internship site?
(Based on tasks assigned, exposure, opportunities, etc.)

10. How many interns would you like to host at your site? **Total # of interns:** _____

11. Please list any preference regarding education level for an intern (ex: first year student, etc.)

12. Would you require a prior interview with the intern before accepting him/her to your site?
 Yes No

13. Does the intern need to fulfill any special requirements before starting the internship?
Please check those that apply:
 TB Criminal Background Check 18 years or older Vehicle Driver's License Other:

14. Would the intern have a special orientation and or training at your site? Yes No

Please Explain:

15. Please specify a **tentative schedule** for the prospective intern?

Monday:
Tuesday:
Wednesday:
Thursday:
Friday:
Weekend Hours:

16. **Preferred internship START date (All internships are to start in June 2018):** _____

17. **Preferred internship END date:**

Please indicate when you preferred the intern to conclude his/her hours at your site:

18. During the internship, are there any dates in which you wish the intern not to come to the site due to mentor/supervisor leave of absence (medical, vacation, professional development, etc)?

Yes No If yes, please list the dates here:

18. Are there any concerns or specific policy that ILI staff needs to be aware of before placing interns at your site? Please explain.

19. Is the internship site near a bus stop?

No I don't know Yes: Bus # _____

THANK YOU!