

# 2018 INTERNSHIP PROGRAM

Student Application



**INDIANA  
LATINO  
INSTITUTE**



# 2019 INTERNSHIP PROGRAM

## About

The Indiana Latino Institute (ILI) Internship Program is designed to expose Latino college students to careers in their specific fields of study. Selected individuals spend 200 hours working at their internship site and complete 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 the program 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 be enrolled part-time or full-time at a college or university for the fall 2019 semester
- Must be between age 18-25
- **Must participate in mandatory training on Wednesday May 22<sup>nd</sup>, Thursday May 23<sup>rd</sup>, and Friday May 24<sup>th</sup>, 2019**
- Preference is given to ILI program participants

## Intern Selection Process

Applicants must submit the following documents:

- Internship application
- Resume
- Official/unofficial transcript

Potential interns will be interviewed by ILI's Education Program Coordinator. Interviews and strength of documents will be considered when selecting and placing interns for the program. **Applications are accepted between Feb 1, 2019 and March 31, 2019.**

Students selected to participate in the Internship Program must also enroll in ILI's College Coaching Program.

## Benefits of Internship Program

- Gain 200 hours of experience in field of study
- Build professional network
- Possible employment opportunities
- \$1,000 Scholarship Stipend upon successful completion of program

## Supervision and Time Expectation

**Interns are expected to complete 200 hours between May 2019 and August 2019. This includes working at the internship site from Monday through Friday, as arranged by the Site Mentor/Supervisor.**

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

## SECTION I. Applicant Information

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

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

Ethnic Origin: \_\_\_\_\_ How many years have you lived in the United States? \_\_\_\_\_  
(Ex. Mexican, Salvadoran, Colombian, etc.)

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.)

Is your father currently employed?  Yes  No  Don't know

Is your mother currently employed?  Yes  No  Don't know

What is your family's total annual income? \_\_\_\_\_

How many people live in your home; including yourself? \_\_\_\_\_

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

What is your current citizenship status?

- U.S. Citizen
- U.S. Permanent Resident
- DACA (Deferred Action for Childhood Arrivals)
- TPS (Temporary Protected Status)
- U-VISA
- Other: \_\_\_\_\_

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: \_\_\_\_\_

Did you receive free or reduced lunch (K-12):  Yes  No

Are you participating in the Project Stepping Stone Program this summer:  Yes  No

Are you participating in the Latino Youth Collective Program this summer:  Yes  No

### College/University Information:

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

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

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

Are you eligible to receive financial aid from FAFSA (Must be considered U.S. Citizen or eligible non-citizen)?  Yes  No

Have you filled out a FAFSA application for **2019-2020**?  Yes  No

Are you a first-generation college student?  Yes  No

Are you a participant in the 21<sup>st</sup> Century Scholars program?  Yes  No

Have you applied for any of the following scholarships? Please check all that apply.

	<u>Received?</u>	<u>Year Applied/Received</u>
<input type="checkbox"/> Indiana Latino Institute	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> La Plaza	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> Mexican Scholarship Fund	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> SADCO	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Will you be receiving any scholarships for the **2019-2020 School Year**?  Yes  No

If yes, please list here: \_\_\_\_\_

### 2019 Summer Semester:

Will you be attending a college or university in the state of Indiana for the **2019 Summer Semester**?  Y  N

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

Number of Credit Hours: \_\_\_\_\_ Which tuition rate are you paying?  In-state  Out-of-state

## 2019 Fall Semester:

Will you be attending a college or university in the state of Indiana for the **2019 Fall Semester**?  Yes  No  
(If no, you are not eligible to participate in the 2018 Internship Program. Please contact ILI with any questions.)

Name of College/University: \_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_

Major: \_\_\_\_\_ Which tuition rate will you pay?  In-state  Out-of-state

### SECTION III. Employment

Please list the last two places you have worked; 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 **Summer 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 Rachel Santos the Education Program Coordinator, at 317-472-1055 or [rsantos@indianalatinoinstitute.org](mailto:rsantos@indianalatinoinstitute.org)

## SECTION V. Internship Information

### Orientation:

Each ILI intern must attend a 3-day orientation before the start of their fellowship. Please confirm that you are available on the following dates.

1. **Wednesday, May 22<sup>nd</sup>** from 9:30am -3:00pm:  Yes  No
2. **Thursday, May 23<sup>rd</sup>** from 9:30 am-3:00pm:  Yes  No
3. **Friday, May 24<sup>th</sup>** from 9:30am – 3:00pm:  Yes  No

### Transportation:

Do you have reliable transportation to and from your internship site? (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 a placement (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 placement? (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 your chosen internship site for their review.

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

**THANK YOU!**