**FY 2022 LATINO INITIATIVES POOL APPLICATION**

**Internship Request**

**All information is required**

|  |  |
| --- | --- |
| Proposal Title |  |
| Unit  |  |
| Stipend Amount (total/weeks) |  |

|  |
| --- |
| Stipend amount verified by Office of Internships or Fellowship? [ ] Yes [ ] No |

Project Web Address (if applicable)

|  |
| --- |
|  |

**Unit Contact**

Mentor

|  |  |
| --- | --- |
| (Name) | (Title) |
| (Email)  | (Phone) |

Unit Internship/Fellowship Manager

|  |  |
| --- | --- |
| (Name) | (Title) |
| (Email)  | (Phone) |

**Overview**

**Internship Details**

Anticipated Schedule

Please note anticipated start dates for internship after distribution of funds. Also include if the internship is to be full time, part time, or hybrid as well as estimated hours per week.

|  |  |
| --- | --- |
| (Start) | (End) |
| [ ] Full Time | [ ] Part Time | [ ] Hybrid (onsite and remote) |
| Estimated hours per week:  |
| Internship for college credit? [ ] Yes [ ] No |

**Description**

Please describe the internship project and how it will support your overall LIP proposal *(no more than 250 words.)*

**Learning Objectives**

Explain the professional skills, knowledge, and experience that the intern will walk away with at the end of the internship? Please also describe how this internship will benefit the intern and how the internship will benefit the unit. *(no more than 250 words.)*

*For example:* *By the end of the internship, the intern will be able to lead an oral history interview and transcribe the interview with minimal errors. Internship will provide hands-on-experience in a new field and provide academic learning in a professional setting. Unit will obtain new perspectives on the project.*

**Expected Responsibilities**

What are the tasks, assignments, and projects that will support the intern in achieving their learning goals? *(no more than 250 words.)*

*For example*: *participate in object-based interpretation training, interview museum staff in other departments, etc.*

**Signatures**

# I certify that to the best of my knowledge, the information I provided in support of this application is true and accurate.

Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Internship Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**Reference**

**(Do not include in full application)**

Choose an appropriate **action verb**.

* Attitude: advocate, accept, agree, appreciate, approve, believe, choose, defend, support, volunteer​
* Skills: assemble, collaborate, research, draft, propose, process, prepare, interpret, communicate​
* Knowledge: define, describe, discover, explain, identify, list, recognize, understand, write

Remember your **ABCDs**.

* Audience – Who is the person that will be completing this goal?
	+ “**The intern** will…”
* Behavior – What will that person be able to do by the end of this experience/project?
	+ “The intern will be able to **communicate professionally via email and video calls**...
* Condition – When should they have achieved this goal?
	+ “**By halfway through their internship**, the intern will be able to communicate professionally via email and video calls...”
* Degree of Mastery – How will we know if they’ve achieved this goal?
	+ “By halfway through their internship, the intern will be able to communicate professionally via email and video calls **with minimal guidance from their mentor**.”