



Women's Intercultural Center Internship Program Application

A. Personal Information

Name: _____ Email: _____

Phone #1: _____ Phone #2: _____

Current Mailing Address: _____
P.O. Box/Street City State Zip Code

What is the easiest way to reach you? Email Phone #1 Phone #2

Emergency Contact: _____
Name Phone Relationship

Are you over 18 years old? Yes No

The following information is used for statistical reporting purposes only.

Age Group: 18-24 25-44 45-59 60 and over

Ethnicity: African American Asian Hispanic/Latino Native American
 White Other

B. Educational and Work Background

1. What college/university are you currently attending? _____

2. Year in College: Freshmen Sophomore Junior Senior Other _____
 Graduate student: Specify year and degree program _____

3. What is your major and/or career goal? _____

4. Please attach a **resume** listing any training and **paid/volunteer** work experience. Each entry must include the **name of the employer/organization, the location, start and end dates, hours worked per week, job title, and primary duties.**

5. Please describe your language skills. Use the following scale: *No*=no knowledge; *Basic*=can understand and use simple vocabulary and short sentences; *Proficient*=can have a conversation and/or read basic documents; *Fluent*=can converse on most or all topics, can translate, can read and/or write professionally.

Language	Speaking/Listening	Reading/Writing	Can you teach this language to others?	
English			Yes	No
Spanish			Yes	No
Other _____			Yes	No

C. Internship Information

1. Which session are you applying for? Fall Spring Summer

2. Which internship are you applying for? ESL Instruction Consciousness Raising
 Marketing & Resource Development Community Leadership Development
 Mental Health Counseling [Master’s, Specialist in Education, or Doctoral level student status
(in good standing) in counseling-related field required]

3. Are you working with your school to get course credit for this internship? Yes No
*If you want course credit, it is **your responsibility** to understand and meet your school’s requirements. We will complete paperwork that requires our assistance in a timely manner. Interns are expected to prioritize their internship time and responsibilities at the Center **whether or not it is for credit.***

4. *ESL Instruction, Consciousness Raising, Marketing & Resource Development, and Community Leadership Development internships* are generally 20-30 hours per week, but can be arranged to more closely meet your school’s requirements. *Mental Health Counseling internships* are at least 8 hours per week (one full day or two half days).

How many hours per week do you expect to intern? _____

5. *ESL Instruction, Consciousness Raising, Marketing & Resource Development, and Community Leadership Development interns* are expected to be available for the entire internship period (Fall – Aug. 15-Dec. 15, Spring – Jan. 8-May 8, Summer – May 20-Jul. 31). Ideally, *Mental Health Counseling interns* will be available for two internship periods. Do you have any time conflicts during the internship period(s) that you are applying for? If so, what are they? _____

6. Will you be bringing a vehicle? Yes No
If not, what is your plan for transportation while you are here? Please note that the Anthony area does not have access to public transportation. _____

7. Will you need assistance in locating housing in the area? Yes No

D. Short Answer Narrative

The following questions will help us get to know more about you and how you think that an internship at the Women’s Intercultural Center will support your educational and career goals. Please type your answers on a separate page. **Do not exceed 2 typed pages for all questions in this section.**

1. Why are you applying for this specific internship at the Women’s Intercultural Center? How do you believe that this learning opportunity can support your educational and career goals?
2. Please describe an example from your educational, professional, or personal experience where you had to reevaluate a long-held belief or idea. How did this come about and how did this experience change (or not change) your views?
3. What is your perspective on immigration? If you are not from the border region, what do you expect to learn about the area in your time here? If you are from the border region, how does being a border resident influence your life?
4. **Answer only if you are planning to do an independent research project during the internship.** Briefly summarize your research questions and how you are planning to gather data to answer those questions. Why do you want to select the Center as your research site? Will your school require you to seek IRB approval for this research? How will you share your research and your final report with Center and the local community? **Please note that any research proposals that ask the Center to facilitate access to Center staff or participants will require approval from the Women’s Intercultural Center Management Team PRIOR to granting access.**
5. **Answer only if you are applying for the Mental Health Counseling internship position.** How do you think you may be able to impact the community members with whom you work? How do you believe you might learn and grow from your experience working with community members? Please briefly discuss your theoretical approach to the counseling relationship in your response.

E. References

ESL Instruction, Consciousness Raising, Marketing & Resource Development, and Community Leadership Development internship applicants are asked to submit **two (2)** reference letters with their application packet. One reference should be from a teacher or mentor. The other should be from someone who has supervised you in either paid or volunteer work. **These are professional references; please do not submit references from family members or personal friends.**

Teacher/Mentor Reference: _____

Supervisor Reference: _____

Mental Health Counseling internship applicants are asked to submit **two** (2) reference letters with their application packet. One reference should be from an instructor from the applicant's graduate program. The other should be from someone who has supervised the applicant's work in a community setting. In addition, applicants should submit a brief **letter of readiness** from their training director. This letter should indicate their previous supervised counseling experience(s) and their readiness to take on a mental health counseling internship at the Women's Intercultural Center.

Instructor Reference: _____ Contact number: _____

Training Director Reference: _____ Contact number: _____

Letter of Readiness Reference: _____ Contact number: _____

Mental Health Counseling internship applicants must also provide the name, title, and contact number of the licensed mental health professional that will be providing them with weekly off-site supervision. Applicants must also include the name, title, and contact number of their peer supervisor, if applicable.

Licensed supervisor name/title: _____ Contact number: _____

Peer supervisor name/title: _____ Contact number: _____

Supervisors are asked to sign below to confirm that they will provide the applicant with weekly off-site supervision during the duration of their internship experience.

Licensed supervisor signature: _____ Date: _____

Peer supervisor signature: _____ Date: _____

Mental Health Counseling internship applicants must provide their APA/ACA student insurance provider name and policy number, as well as a photocopy of this document as proof of insurance.

Provider name/policy number: _____

F. Applicant Signature

I certify that the statements I have made on this application are true, complete, and correct to the best of my knowledge.

If selected for this internship, I understand that:

- This is an **unpaid internship** and the Women's Intercultural Center provides no stipends, travel/housing reimbursements, or employee benefits for interns
- Any arrangements to receive academic credit are my sole responsibility
- Research activities may not be conducted at the Women's Intercultural Center without prior approval from the Center's Management Team

- I will be expected to comply with the Women’s Intercultural Center Volunteer Policies, including maintaining participant confidentiality during and after the internship

Applicant Signature

Date