

Undergraduate Community-Based Internship Program (UCBI) Intern Application

Please read through the introduction of the program so that you know who we are and what this program is all about!

The Carlson Leadership & Public Service Center's Undergraduate Community Based Internships (UCBI) offer dedicated UW undergraduate students interested in public service the opportunity to actively engage in community-based work. This paid internship opportunity provides students the chance to explore, contribute, and grow in nonprofit and public sector organizations that are committed agents of change in their local communities. **UCBI interns will commit 12 hours per week to their internship experience.** Ten hours per week will be devoted to community based work at the intern's host organization and two hours will be dedicated to mentorship, dialogue, and programming with Carlson Center staff, graduate student mentors, and community leaders. *As part of the on-campus two hours per week, **Interns will be required to attend a weekly cohort meeting Tuesday evenings 6:30-8:00 PM.*** Interns receive an \$1800 per quarter stipend to enable them to fully dedicate 12 hours per week to the program.

UCBI Intern Responsibilities:

- Contribute meaningful work by partnering with nonprofit and public sector organizations serving local communities
- Cultivate and collaborate with community partners to develop reciprocal and equitable relationships
- Engage in intentional reflection and grounded discussions regarding power, privilege, equity, diversity and inclusion
- Attend individual mentoring meetings with Graduate Student Mentors
- Attend a half-day UCBI Orientation on Tuesday, **November 27th from 6:30 - 8:00 PM**
- Attend the weekly cohort meeting Tuesday evenings 6:30 - 8:00 PM for professional development, skill-based workshops, community engagement, and reflection
- Develop personal and professional goals
- Deliver public presentations to showcase learning

Application Guidelines

There are **THREE** important steps in your application process which must be completed **by Monday, October 22nd at 11:59 PM.**

1. Complete and submit this application to serve@uw.edu.
2. Include your **current resume** in your email, &
3. A **cover letter** detailing why you are interested in working in the nonprofit sector.

If you need further information concerning the application process, please feel free to email serve@uw.edu to schedule a time to meet individually with a Graduate Student Mentor.

Please note that **community organizations** will receive the resumes of the candidates matched to interview with their staff. Please spend time developing and refining your professional resume. Strong resumes will establish a good first impression for your interview process. For instruction on writing an outstanding resume and application, you can schedule an appointment with a career counselor at the Career & Internship Center. Or, you can drop in and schedule a same day session between 10:00 AM - 3:00 PM everyday.

STUDENT INFORMATION

Have you participated in UCBI before? Yes No

Name (format: First, Middle, Last):

Pronouns:

Student Number :

Campus/Local Address:

Major(s) / Minor(s):

Email Address:

Phone Number:

STUDENT EXPERIENCES, INTERESTS, & GOALS

1. What motivates you to be a part of the Carlson Center's Undergraduate Community Based Internships? (300 words or less):

2. What do you hope to learn from this internship? (500 words or less)

3. Please describe a school, community, work, family or extracurricular responsibility to which you have committed your time and energy. Specify the length/frequency of the commitment and your role(s) or position(s). What are you proud of? What have you learned about through the experience? (500 words or less)

4. Community-engaged work can be unpredictable. Please describe an encounter when you had to demonstrate adaptability, flexibility, and responsibility in a work, school, or volunteer environment. (500 words or less)

UCBI GUIDING PRINCIPLES

5. What is your understanding of equity & humility? And, what are the ways you have and/or want to engage with these concepts through UCBI?

ORGANIZATION PREFERENCES

6. There are positions available at over 30 organizations for the 2019 UCBI cohort. ***Please read through all the available positions in our UCBI Position Descriptions document before answering the next question, found on the [UCBI website](#).***

Please indicate your top THREE preferences for which organization you'd like to work with below, and **tell us briefly why you'd like to work** there (i.e. interest in the nonprofit, size of organization, population, topical area, type of work in 1-2 sentences).

Based on your feedback about which organizations you'd like to work with, we will match you with one organization who will interview you for the position. **We can't guarantee you will interview with one of your top choices, but we will do our best to match you with one of your preferred organizations.**

Preference #1 *(please provide the name of the organization/agency & why you are interested in this internship position)*

Preference #2 *(please provide the name of the organization/agency & why you are interested in this internship position)*

Preference #3 *(please provide the name of the organization/agency & why you are interested in this internship position)*

SCHEDULES

7. As noted, 2019 UCBI Internships last the duration of winter & spring quarters. All interns are required to work 10 hours per week at your host organization and attend a weekly Tuesday meeting from 6:30 - 8:00 PM on campus with fellow interns and Graduate Student Mentors. With that in mind, **please describe any special circumstances that could impact your involvement in this program during these quarters.** To the best of your ability, please tell us about your winter & spring quarter schedules.

FUTURE DATES & COMMITMENTS

8. All selected interns will be required to attend a **mandatory orientation on November 27, 2018 from 6:30 - 8:00 PM**. This will be an opportunity to prepare you to launch your internship and integrate you into our existing UCBI team. Will you be able to attend? *Please note that you are still able to be considered for UCBI if you cannot attend.*

Yes

No

If "no" above, please describe why you are unable to attend the orientation:

By signing my name below, I agree to the following:

- If I am selected by a host organization to intern for winter and spring quarters, 2018-2019, I understand that I am REQUIRED to attend a UCBI meeting every Tuesday night throughout my internship in Mary Gates Hall from 6:30 PM - 8 PM.
- If I am selected by a host organization to intern for winter and spring quarters, I understand that at the conclusion of my internship in Spring 2019 I am REQUIRED to attend Spring Celebration, a wrap-up event for my UCBI internship. This event will take place outside of my normal UCBI work schedule. I will also be responsible for covering the printing cost of a poster for a community presentation.

Signature (please type full name)

Date

*Thank you for taking the time to complete this application.
Please send your completed application to serve@uw.edu.*