



Spring 2018 Internship Application Packet

Due Tuesday, Dec 5th 2017 by noon

Please drop off a completed application (p. 3-5) and resume in person or via-email to:

Deanna Lewis
Student Union, Room 404-O
(520)621-7585
dll@email.arizona.edu
lgbtq.arizona.edu

Internship Description

This internship is a collaborative program with LGBTQ Affairs and Pride Alliance and focuses on the development of programming and events for lesbian, gay, bisexual, transgender, queer, questioning, asexual (LGBTQA+) and allied students, staff, faculty, and alumni at The University of Arizona. This position will work directly with the Program Director for LGBTQ Affairs, the Graduate Assistant for LGBTQ Affairs, and the Student Directors for Pride Alliance. **All internships must be completed for course credit either through an intern's home department, or for EDL credit.**

Objectives:

- Work with Pride Alliance and LGBTQ Affairs to develop and implement campus-wide programs for LGBTQA+ and allied students, staff, faculty and alumni.
- Serve as a leader on campus for LGBTQ and allied issues.
- Develop collaborative relationships with appropriate organizations on campus and in the larger community.
- Represent Pride Alliance and LGBTQ Affairs as necessary on planning committees.

Responsibilities of this position include:

- Participate as a member of the LGBTQ Programming Board and attend weekly meetings.
- Take a lead on projects and events.
- Participate in the coordination, design, and implementation of LGBTQ Affairs and Pride Alliance outreach and educational efforts.
- Work in collaboration with the Cultural Centers, Women's Resource Center, ASUA, Residence Life, Wingspan, Southern Arizona Gender Alliance, EON, GLSEN and other relevant organizations and departments to create projects that are relevant to as many groups as possible across campus.
- Represent Pride Alliance and LGBTQ Affairs at outreach events.
- Work with campus and community partners in support of the goals of LGBTQ Affairs.
- Assist with the marketing of all LGBTQ programs, including flyering around campus at different buildings, kiosks, centers, and other local businesses in the nearby community.
- Assist with evaluation and assessment of programs and services offered.

Credit Assignment:

All internships must be completed for a minimum of 2 course credits either through an intern's home department, or for EDL credit. (60 hours per credit, average of 4 hours per week per credit)

ASUA Pride Alliance • <https://www.facebook.com/PrideAlliance>
(520) 621-7585

Room 404-O of the Student Union

Minimum Qualifications:

- 2.0 cumulative GPA
- Demonstrated passion for LGBTQ issues

Preferred Qualifications:

- Previous experience in a leadership role
- Previous experience with campus-wide programming

Time Commitment

- Interns completing 2 credits must complete a total of 120 hours per semester, which averages to 8 hours per week, and interns completing 3 credits must complete a total of 180 hours per semester, which averages to 12 hours per week.
 - Interns must complete their office hours at the LGBTQ Resource Center or at Pride Alliance/LGBTQ Affairs events, unless otherwise arranged.
- **Interns must attend mandatory training on:**
 - **Tuesday, January 9th (from 9am-5pm)**
 - **Friday, January 12th (from 1pm-3pm)** and
 - **Saturday, January 13th (from 10am-4pm)**
 - We promise it will be fun ☺
- **Interns must be available every Friday from 1-3pm** for the weekly Intern meeting and on **Wednesdays from 5-7pm** for the weekly Pride Alliance general meetings and events.
 - These meetings are MANDATORY for all interns
- **Interns will be expected to spend some of their time tabling on the mall and engaging in other outreach efforts.** A specific schedule will be determined during the semester, but in general, tabling is mandatory and is typically from 11am-1pm on Wednesdays.
- **Interns are expected to attend a minimum of half of Pride Alliance and LGBTQ Affairs events throughout the semester,** and attending more is preferred

INTERNSHIP APPLICATION**I. General Information**

Name:

Pronouns You Use:

Student ID:

Email Address:

Phone Number:

Address:

Year in School:

Major/Minor:

Month/Year of Graduation:

Cumulative GPA:

Shirt Size:

Favorite Snack/Candy/Treat:

II. Academic Credit

Interns have **two options** for class credit, **please indicate** which option you prefer and answer the questions:

☐ **Option 1: Center for Student Leadership and Involvement (CSIL)/ EDL Credit**

- Students will be enrolled in EDL 293, Leadership and Involvement Internship
- Students may enroll in 2-3 credits
 - o 2 credits = 8 hours per week
 - o 3 credits = 12 hours per week
- Grades are S, P, C, D, E and will be determined by the Instructor and Internship Supervisor
- If you select this option, you will be given paperwork at the intern training in the beginning of the semester, including an add/drop form to enroll in the course.

- **If you would like to earn EDL Credit, how 2 or 3 credits?**

☐ **Option 2: Independent Study**

- Students will arrange an independent study within their home department.
- Students will be responsible for coordinating the details between their home department and this internship program
- Applicants will need to identify a faculty member within their department to serve as an advisor for their internship.
- Grades are S, P, C, D, E and will be determined in collaboration with the departmental advisor and internship supervisor.

- **If you would like to do option 2 with an Independent Study, please provide the following information:**

- o Have you confirmed academic credit with your home department? (y/n)
- o Which department?
- o Number of Academic Credits (minimum of 2):
- o Internship Supervisor's Name:
- o Internship Supervisor's Title:
- o Internship Supervisor's Phone Number:
- o Internship Supervisor's Email Address:

III. Availability

Can you commit to the following MANDATORY requirements? (please review above "Time Commitment" section)

- o Will you be available **every Friday from 1-3pm?** (y/n)
- o Will you be available **every Wednesday from 5-7pm?** (y/n)

- Will you be available for mandatory training on the following dates:
 - **Tuesday, January 9th (from 9am-5pm) [y/n]**
 - **Friday, January 12th (from 1pm-3pm) [y/n]**
 - **Saturday, January 13th (from 10am-4pm) [y/n]**

IV. Essay Questions

(Answers should not exceed 3 full pages.)

1. Why do you want to work with Pride Alliance and the Office of LGBTQ Affairs?

2. What will you bring to the team and what do you hope to learn?

V. Office Hours

Please indicate the times you are available for office hours.

(NOTE: Interns work in the LGBTQ Resource Center, between from 10 a.m. and 5 p.m., Monday through Friday.)

Day	Times Available
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

VI. References

Please list below the names of two individuals you will ask to serve as references. The two references should come from individuals who are able to speak fairly about your skills and abilities.

Reference #1

Name: _____ **Title/Relation:** _____

E-Mail: _____ **Phone:** _____

Reference #2

Name: _____ **Title/Relation:** _____

E-Mail: _____ **Phone:** _____

VII. Submit this completed application and your resume to:

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