**UIC Heritage Garden Summer 2016 Internship Application**

**Internship Program runs from**

**May 16 – August 12, 2016**

**With one week break July 4 – July 8**

**20 hours per week from 9am – 1pm**

**Monday through Friday**

The UIC Heritage Garden Student Group is currently seeking upcoming **Sophomore** and **Junior** undergraduate students for the 2016 Summer Internship. The UIC Heritage Garden is a project of the six Centers for Cultural Understanding and Social Change (CCUSC) and receives funding from the UIC Sustainability Fee. The goal of the UIC Heritage Garden is “to create an educational space to address quality of life that benefits both diverse people and nature.” Interns will assist with a variety of projects to support our educational goal. We are seeking responsible and committed students with excellent oral and written skills as well as the ability to work in a team and think creatively. Students with experience in the following areas will be highly considered: program development, communications, community outreach, research, and a love for gardening. Interns will be paid a $2,400 stipend.

**REQUIREMENTS**

- Interns must be available to work 20 hours a week from 9am-1pm, Monday through Friday, beginning May 16 through August 12, with a week long break between July 4-8. If you cannot work during this time schedule or the full 12 weeks, then you will be ineligible for the internship.

- Interns must participate in ALL the activities outlined in the program syllabus. See syllabus on the UIC Heritage Garden website for the list of activities.

- Interns must have good academic standing, including a GPA of at least 2.5.

**Applications for the 2016 Summer Internships are due March 18th by 5pm.** **You need to turn in a paper copy of your application along with your resume attached to the Latino Cultural Center offices (lower level of LC B2).**

On the week of April 4th, we will email a selected group of applicants to participate in individual interviews. These applicants will be expected to bring a letter of recommendation from a faculty member or advisor to the interview. However, the letter of recommendation is not required for your initial application. The guidelines for the letter of recommendation will be provided through email correspondence.

If you have any questions about the internship and/or application, feel free to email us at **heritagegarden.uic@gmail.com.** For more information about the Heritage Garden, visit our website: **heritagegarden.uic.edu.**

 **UIC Heritage Garden Summer 2016 Internship Application**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL INFORMATION** (please print)

Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where will you live during the summer of 2016 (specify one)?

City of Chicago (specify neighborhood): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UIC E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Current GPA\_\_\_\_\_\_\_

Anticipated Graduation Date (month/year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your cultural heritage(s)?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you previously been employed or volunteered in a garden setting?

\_\_\_YES \_\_\_NO. If yes, when and where?

How did you find out about this internship program?

\_\_\_\_ E-mail Announcement

\_\_\_\_ Public Program

\_\_\_\_ Website

Other (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Please type out your responses for the short-essay questions***

What skills and relevant experiences in the following areas (gardening, research, program development, communications, and community engagement) do you bring to this internship? (300-350 words)

Have you observed or experienced social or environmental injustices in your community? If so, what are some of the ways in which you can see yourself working to fix them?

Why do you want to participate in this internship and what do you hope to gain from it? (300-350 words)

**UIC HERITAGE GARDEN SUMMER 2016 INTERNSHIP**

**LETTER OF RECOMMENDATION FORM**

Please provide your letter to the student applicant in a sealed envelope. For this recommendation letter, we are asking the recommender to write a letter that

covers the following questions:

- In what capacity do you known the student applicant and for how long?

- How has the student applicant shown commitment to learning and completing tasks in

a timely manner?

- How has the student applicant demonstrated leadership and a collaborative spirit?

- In your interaction with the student applicant what are hers/his best assets?

(e.g. research, public speaking, writing, organizational skill, etc). Please provide examples

- What are some of the student applicant’s characteristics or traits that stand out to you?

If you have any questions about this internship, please email us at

heritagegarden.uic@gmail.com or visit our website: [www.heritagegarden.uic.edu](http://www.heritagegarden.uic.edu)