

1999 HACU NATIONAL INTERNSHIP PROGRAM

Objectives:

The Hispanic Association of Colleges and Universities (HACU) is recruiting college students for summer and semester-long internships at federal agencies and corporations in the Washington, DC metropolitan area and in sites throughout the country. These ten and fifteen-week programs are designed to allow college students to experience the diversity of careers that exist in the federal and corporate sectors.

Dates of Internships:

Please check the box next to the internship period you are interested in. If you would like to be considered for more than one, check each box that applies.

Spring: January 22 - May 8, 1999

Summer: June 4 - August 14, 1999

Fall: August 27 - December 11, 1999

Travel Expenses:

Round-trip airfare is covered by HACU. Students who receive prior approval and arrange their own transportation may be reimbursed for reasonable expenses.

Compensation:

Sophomore/Junior *\$390/week
Senior *\$430/week
Graduate/Law Student *\$510/week

Stipend levels are determined by class status at the time of application.

Eligibility:

All applicants must:

- be permanent residents or U.S. citizens
- have completed freshman year of college before internship begins
- have a minimum 3.0 GPA
- be currently enrolled students working towards a degree

To be considered for an internship, you must submit the following:

How to Apply:

Photocopies of this application are acceptable

Students are encouraged to submit applications as early as possible

- Completed internship application
- Updated **official** copy of transcript
- Letter from the registrar stating your class status (junior, senior, etc.)
- Letter of recommendation from current instructor or advisor
- Resume (including volunteer positions)
- One page (typed) essay describing your reasons for applying, and the contributions you have to offer in terms of skills and experience.
- Approval from your academic advisor/dean to earn academic credit while you are participating in the program (**for semester programs only**)

Applications must be postmarked by the following dates:

___ **Spring: December 1, 1998**

___ **Summer: March 1, 1999**

___ **Fall: June 22, 1999**

HACU reviews applications for completeness and eligibility while matching academic backgrounds to job requirements. **Host organizations make the final student selections.**

Note: If applying for more than one internship session, please be sure to send in your application by the first applicable deadline. **CIA deadlines are as follows: Summer - December 3, 1998; Fall - April 30, 1999.**

HACU National Internship Program
One Dupont Circle NW, Suite 425
Washington, DC 20036

Phone: (202)467-0893 Fax: (202)496-9177 www.hacu.com

1. PERSONAL INFORMATION

NAME _____
First Middle Last

CURRENT ADDRESS _____
(No P.O. Boxes) Street City State Zip

PERMANENT ADDRESS _____
(No P.O. Boxes) Street City State Zip

DATE OF BIRTH _____ U.S. CITIZENSHIP __YES __NO __MALE __FEMALE

HOME TELEPHONE(____) _____ PERMANENT RESIDENT ALIEN REGISTRATION# _____

WORK TELEPHONE(____) _____ VISA TYPE: _____

PERMANENT TELEPHONE(____) _____ SOCIAL SECURITY NUMBER _____

E-MAIL: _____ DRIVERS LICENCE-#/STATE/EXPIRATION DATE: _____

EMERGENCY CONTACT:

NAME _____

RELATIONSHIP _____

ADDRESS _____
Street City State Zip

TELEPHONE (HOME)(____) _____ TELEPHONE (WORK)(____) _____

2.a. EDUCATIONAL BACKGROUND Please list most recent first:

NAME OF COLLEGE: _____

LOCATION - CITY/STATE: _____

DATES ATTENDED: _____

MAJOR/MINOR _____

GPA: _____ GRADUATION DATE _____

NAME OF COLLEGE: _____

LOCATION - CITY/STATE: _____

DATES ATTENDED: _____

MAJOR/MINOR _____

GPA: _____ GRADUATION DATE _____

2.b. COMPUTER AND TECHNICAL SKILLS Please list all of your computer and technical skills.

Include all software packages, programming languages, laboratory techniques, and any other technical abilities that you have developed. **NOTE:** many reviewers pay special attention to this section. Please be detailed as possible.

3. LANGUAGE SKILLS On a scale of 1 to 5 with 1=limited and 5=fully proficient, please rate your language skills:

ENGLISH: LISTENING _____ SPEAKING _____ READING _____ WRITING _____

SPANISH: LISTENING _____ SPEAKING _____ READING _____ WRITING _____

NOTE: In most cases, proficiency in English is necessary in order to successfully complete internship assignments.

4. HONORS, SCHOLARSHIPS, SCHOLASTIC ACHIEVEMENTS AND AWARDS

5. EXTRACURRICULAR ACTIVITIES (college or university)

NAME OF ORGANIZATION	DATES	POSITION/RESPONSIBILITIES
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6. COMMUNITY ACTIVITIES (community or civic groups)

NAME OF ORGANIZATION	DATES	POSITION/RESPONSIBILITIES
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7. EMPLOYMENT HISTORY (Please list most recent first)

COMPANY	DATES WORKED	POSITION
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8. ESSAY Please submit your essay on a separate sheet of paper. Limit your answer to one typed page, single-spaced. Your writing will be evaluated for clarity, grammar, spelling, and coherence. Your essay must be type-written in English and should address the following: Your reasons for wanting to participate -

- How does this internship fit into your academic/career goals?
- What contributions in terms of skills and experience do you have to offer a potential employer?

9. PLACEMENT I am interested in an internship in (Please check one):

WASHINGTON, DC AREA ONLY ___ A FIELD SITE ONLY ___ ANY LOCATION ___

HAVE YOU PARTICIPATED IN THIS PROGRAM BEFORE? ___ YES ___ NO

IF YES, WHAT YEAR? _____ DEPARTMENT? _____ AGENCY? _____

HOST ORGANIZATIONS MAKE THE FINAL STUDENT SELECTIONS

10. FOR OUR INFORMATION To assist us in improving our outreach program, please state how you learned about the HACU National Internship Program.

11. ACADEMIC APPROVAL (for Fall and Spring Programs only)

One of the benefits of the semester-long program is that it provides the student with the opportunity to receive academic credit while participating in the program. Participants are asked to develop a portfolio that documents their internship experience. Some of the items included in this portfolio are: the intern's bi-weekly progress reports, the mid-term and final performance appraisals and results of projects completed during the internship. HACU will work with individual students and their academic advisors to ensure that documentation and procedures are in place so that the home institution can award credit.

Students must work to obtain approval from their academic advisor or dean. While this might not be possible in some cases, we anticipate that the majority of the semester-long interns will receive credit for their internship experience. HACU requires that students obtain permission from an academic advisor or dean to participate in the program.

Name of academic advisor/dean (print)

Title

Date

Signature of academic advisor/dean

Institution

12. ADDITIONAL INFORMATION

HACU reviews applications for completeness and eligibility and matches academic backgrounds to internship descriptions. By working with representatives from federal agencies and corporations, HACU works to ensure that your skills and goals are matched with a relevant and substantive position. HACU does not make internship selections; our federal and corporate partners identify the students they are interested in, and HACU extends the offers. Please note that it is not possible for students to select which agencies or corporations they will be referred to. Interns work in the Washington, DC area and at field sites throughout the country. HACU will work with each intern to locate safe and affordable housing.

13. STUDENT CERTIFICATION

I certify that the information submitted above is accurate to the best of my knowledge. I give permission to HACU to share this information for the purpose of recruitment and placement. I understand that I will be liable for all costs that HACU may incur as the result of any misrepresentation or willful inaccuracy that I include on this application.

Signature (application will not be accepted if not signed)

Date

1999 HACU is an Equal Opportunity Employer.

Participating Agencies & Corporations

Central Intelligence Agency (CIA)

The CIA is responsible for the collection and evaluation of foreign intelligence. This information is needed by the senior policy officials of our government in making the decisions required of them in times of peace or national peril. The task of the CIA is to provide the most accurate, comprehensive, and objective information available about national security matters, together with whatever can be learned about possible impending foreign developments. Depending on your skills or interests, your internship could involve: accounting, finance, computer science, engineering, economics, non-romance languages, and foreign-area studies. **Note:** Due to the need for security clearances, the CIA has early application deadlines (listed on the front page).

Department of Agriculture (USDA)

The Department of Agriculture is known as the "people's department" It is responsible for fostering sound stewardship on 75% of the Nation's total land area and it plays a critical role in managing America's land and natural resources. The USDA also strives to improve and maintain farm income and to develop and expand markets abroad for agricultural products. Depending on your skills and interests, your internship could involve: accounting, business administration, library science, computer science, communications, rural economic and social development, consumer issues, physical science, food sciences, statistics, economics, and environmental science.

Department of Commerce (DOC)

The Department of Commerce is known as the Nation's business agency. DOC's work strengthens America by helping to stimulate the economy and create jobs. It also serves as a scientific research agency and promotes the advancement of science and technology. Depending on your skills and interests, your internship could involve: computers, law, criminal investigation, patent examining, international trade, economics, statistics, geography, demography, marketing, engineering, meteorology, oceanography, biology, urban/rural planning, finance, and communications.

Department of Defense (DOD)

The Department of Defense is responsible for overseeing the various branches of the military and for ensuring the defense of the nation. Interns are placed at sites across the country in various branches of the Department, including the Pentagon and the Air Force. Other branches that have participated include: Army Industrial Operations Command, which performs ammunition procurement, installation and environmental management; and the Naval Sea Systems Command, whose mission is to transform military requirements into capable ships, systems, and ordnance which enable U.S. Sailors and Marines to fight and win. Depending on your skills and interests, your internship could involve: accounting, business administration, communications, computer science, or engineering.

Department of Interior (DOI)

As the Nation's principle conservation agency, the Department of Interior is responsible for most of our nationally owned public lands and natural resources. These include parks, wildlife refuges, lakes and river systems, battlegrounds, volcanoes, islands, deserts, and many other land and water areas. Depending on your skills and interests, your internship could involve: biology, engineering, archaeology, architecture, landscape architecture, hydrology, geology, cartography, history, wildlife biology, leisure studies/recreation, park and natural resources management and oceanography.

Department of Labor (DOL)

The Department of Labor's primary mission is to serve and protect American workers and prepare them for the demands of tomorrow's work place. DOL ensures workers' rights, inspects work sites, shields workers from employment discrimination, administers unemployment insurance programs,

National Science Foundation (NSF)

The mission of the National Science Foundation is to promote and advance scientific progress in the United States. NSF accomplishes its mission primarily by competitively awarding grants to educational institutions for research and education in the sciences, mathematics and engineering. NSF's directorates include: Directorate for Biological Sciences, Directorate for Computer and Information Science and Engineering, Directorate for Engineering, Directorate for Geosciences, Directorate for Mathematical and Physical Sciences, and Directorate for Social, Behavioral and Economic Sciences. Depending on your skills and interests, your internship could involve: all areas of science, engineering and education.

Pension and Benefit Guaranty Corporation (PBGC)

The Pension Benefit Guaranty Corporation is a self-financing federal government corporation created in 1974 to insure retirement benefits under private pension plans. With a staff of approximately 700 employees, PBGC protects the pensions of over 40 million working men and women. Depending on your skills and interests, your internship could involve: accounting, business administration, economics, finance, applied mathematics, and law.

Department of Transportation (DOT)/ Federal Aviation Administration (FAA)

The Department of Transportation is responsible for ensuring the safety and reliability of all forms of transportation, for protecting the interest of consumers, for conducting planning and research for the future, and for assisting cities and states to meet their local transportation goals. The FAA was created to provide a safe, secure, and efficient global aviation system and to contribute to the security and promotion of United States aviation. Depending on your skills and interests, your internship could involve: engineering, aviation and highway safety, auditing and law enforcement, law, mathematics, computer science, administration, and business and contract administration.

Department of Energy (DOE)

The Department of Energy is entrusted to contribute to the welfare of the Nation by providing the scientific foundation, technology, policy and institutional leadership necessary to achieve efficiency in energy use, diversity in energy sources, a more productive and competitive economy, improved environmental quality, and a secure national defense. Depending on your skills and interests, your internship could involve: accounting, economics, statistics, mathematics, law, research, computer science, personnel, engineering, safety, and health and public affairs.

Library of Congress

The mission of the Library of Congress is to make its resources available and useful to the Congress and the American people and to sustain and preserve a universal collection of knowledge and creativity for future generations. The collections of the Library of Congress address virtually every subject area. Depending on your skills and interests, your internship could involve: American history and literature, political science/law, foreign languages, English, history of architecture, design, engineering, photography, film, television, radio, music, librarianship, area studies, human resources management, and computer science.

Environmental Protection Agency (EPA)

The Environmental Protection Agency's mission is to enable coordinated and effective government action on behalf of the environment. It endeavors to achieve systematic control and abatement of pollution by properly administering and integrating a variety of research, monitoring, standard-setting, and enforcement activities. EPA also reinforces efforts on the part of other federal agencies to assess the impact of their operations on the environment. Depending on your skills and interests, your internship could involve: environmental science, chemical engineering, bio-chemistry, botany, and agronomy.

Department of Health and Human Services (HHS)

The Department of Health and Human Services is responsible for the health, welfare, and income security plans, policies and programs of the federal government. Participating agencies include, but are not limited to, the following: the Food and Drug Administration (FDA); the Health Resources and Services Administration (HRSA); National Institutes of Health (NIH); the Centers for Disease Control (CDC), and the Substance Abuse and Mental Health Service Administration (SAMHSA). Depending on your skills and interests, your internship could involve: biology, chemistry, biomedical sciences, public health, finance, public administration, business administration, and computer science.

Department of Treasury

The Department of Treasury manages Federal finances; collects taxes, duties and monies paid and due to the United States and pays all bills of the U.S.; produces all postage stamps; manages government accounts and public debt; supervises national banks; advises on domestic and international financial, monetary, economic, trade and tax policy; enforces Federal finance and tax laws; investigates and prosecutes tax evaders, counterfeiters, forgers, smugglers, illicit spirits distillers, and gun law violators; protects the President, Vice President, their families, candidates for those offices, foreign missions resident in Washington, DC and visiting foreign dignitaries. Depending on your skills and interests, your internship could involve: accounting, law, computer science, criminal justice, economics, management, finance, banking, business administration, and public administration.

Department of Veterans Affairs (VA)

The Department of Veterans' Affairs mission is to serve America's veterans and their families with dignity and compassion and to be their principal advocate in ensuring that they receive the care, support, and recognition earned in service to this Nation. Depending on your skills and interests, your internship could involve: health care administration, medical science, nursing, occupational therapy, food science, engineering, business administration, public administration, social work, computer science, and education.

Coors Brewing Company

In 1873 Adolph Coors launched his dream to brew the finest quality beers, using the highest quality ingredients available. Today, Coors remains one of the world's most popular breweries. With the motto, "21 means 21, we'll wait for your business," Coors is recognized as a leader in the creation and support of educational programs. Depending on your skills and interest your internship could involve: communications, public relations, marketing, business, and sales.

ServiceMaster Management

ServiceMaster is the number one outsourcing company for all home and business needs. Founded as a moth-proofing company in 1929, it has become one of America's largest and most successful service companies. ServiceMaster operates in more than thirty countries and serves more than six million customers. Depending on your skills and interest your internship could involve: computer science, food service management, facilities management, financial management, financial analysis, and budgeting.

State Fair Foods, Inc.

State Fair Foods, Inc. is a packaged meats manufacturing company based in Irving, Texas. A division of the Sara Lee Corporation, State Fair Foods is part of a global manufacturing and marketer of high-quality, brand-name products for consumers throughout the world. Depending on your skills and interest your internship could involve: industrial engineering and operations, and computer science.