



## U & I Internship Guidelines and Application

**Winter 2023-Spring 2024 (Jan 21, 2024 – Mar 31, 2024)**

Thank you for your interest in Unite & Inspire's Rise and Thrive Internship program. The internship's duration (# hours) depends on the scope of the project, and this internship is offered for a maximum of 40 hours only. All applications are due by Jan 10, 2024, by midnight.

Selection of the intern is a two-step process. All applications submitted on or before the due date will be reviewed, and the selected candidates will be called for an interview in person or on the phone. The date and time of the interview will be communicated to you ahead of time. Successful applicants would be placed in U&I's internship. High school students who will be 15 years old by **Dec 31, 2023**, are invited to apply. Unless otherwise stated, our internships are unpaid.

### **For the spring 2024 semester internship will be offered focusing on an intensive Community assessment project:**

1. Unite & Inspire high school interns (16 years and above) will work with community partners to better understand the needs in the North Richmond area.
2. Data will be collected by the interns at various community events in collaboration with Access Health.
3. Unite & Inspire college interns (Undergrad) will complete data analysis, and write reports on the project

Initials: \_\_\_\_\_



## Expectations from Interns:

1. Proactive engagement and initiative in ensuring the success of your internship project.
2. Regular and active communication back to your U & I contact.
3. Meet deliverables of the internship as stated in its description and through updates, if provided.
4. Presentation of your work in the presence of the board and/or a committee panel of U&I and partnering organizations.
5. The interns will work with one or more U&I team members to meet our partner organization's needs.

**Please Note:** Any work with regard to design, development, prototypes, and work done towards making, designing, developing, testing, or implementing any applications will be required to be performed by you individually. If you think you require additional help or assistance or would require the input, assistance, work, and/or development of any friends, adults, or anyone with an applications design and development background, you **MUST** check with U & I before engaging, using or allowing any involvement of a third party as the work is expected to be your individual work and you would need approval from U & I before involving any other person.

1. Please note that our internships are unpaid and limited in number.
2. A complete application must be submitted by the deadline to be considered. This includes a fully filled-out internship form with the title/name of the internship you are applying for, the signed acknowledgment, and your CV.
3. Past interns will need to fill out a complete application for each session of interest
4. Only U&I Registered Volunteers/Members are eligible for internships; any outsiders, such as your peers, mentors, or young adults, will not be allowed on your project unless approved by the Unite & Inspire Board.
5. Please fill out the application form along with your CV and send it to:  
[uniteandinspire.rt@gmail.com](mailto:uniteandinspire.rt@gmail.com)

Initials: \_\_\_\_\_



**Application Form for Community Needs Assessment Part 2 Internship with Unite & Inspire** (\*Please fill out the complete application)

Full Name (First, Last) \_\_\_\_\_

Email Address \_\_\_\_\_

*Please provide an email that is checked frequently. You may be called for an interview.*

Phone Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Home Address \_\_\_\_\_

The Year since a volunteer with U&I \_\_\_\_\_

Number # of hours volunteered with U&I \_\_\_\_\_

Current High School/College \_\_\_\_\_

Current Grade Level \_\_\_\_\_

Professional/Personal References - Please provide First & Last Name, Phone Number & Email Id:

1. \_\_\_\_\_

2. \_\_\_\_\_

**\*\*Please submit the following along with the application to [uniteandinspire.rt@gmail.com](mailto:uniteandinspire.rt@gmail.com)**

1. Application Form

2. Your CV

**ACKNOWLEDGEMENT**

*(Please check each statement and sign below)*

**❖ All internship projects must meet U&I guidelines and have its approval. You will not modify aspects of the internship without permission from a U&I representative.**

**Initials:** \_\_\_\_\_



- ❖ *Intellectual and Proprietary rights for all products (such as reports, papers, presentations, and technology applications) created during the internship period belong to U&I and shall not be presented outside U&I without the expressed permission of the Board.*
- ❖ *Only U&I registered members will be allowed to participate in the internship projects. The project shall be deemed disqualified if individuals that are not registered with U&I, take part in the project in any capacity.*
- ❖ *All Interns must submit weekly updates and attend mandatory meetings; failure to do so shall be deemed disqualified.*

Internship Dates: Jan 21st, 2024 – Mar 31st, 2024

- Application due date: Jan 10th, 2024
- Orientation: Jan 21st, 2024
- Final Presentation: Tentatively Mar 30th, 2024

I \_\_\_\_\_ acknowledge that I have read and completely understand the guidelines and agree to abide by the regulations specified.

\_\_\_\_\_  
U & I Internship Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Applicant's Parent/Guardian Name & Signature

\_\_\_\_\_  
Date

**\*\*Applications are due by midnight of Jan 10<sup>th</sup>, 2024.\*\***

*Disclaimer: These internships are only for registered U&I volunteers any applications from external candidates will be disqualified.*

Initials: \_\_\_\_\_