



U & I Internship Guidelines and Application

2024 Summer (June 15 – August 3, 2024)

Thank you for your interest in Unite & Inspire's Rise and Thrive Summer Internship program. We offer internships in the summer and occasionally, in the fall/spring. The duration (# hours) of the internship depends on the scope of the project and the Summer 2024 internship is offered for a maximum of 40 hours only. All applications are due by June 2nd, 2024, by 12 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 14 years old by Jun 1st, 2024 are invited to apply. Unless otherwise stated, our internships are unpaid.

In keeping with the key focus areas of U&I, internship tasks may comprise of:

- 1) Medical or scientific research activities such as literature reviews, data collection, data entry and analysis, writing reports and developing promotional materials (video and graphical content).
- 2) Community service delivery oriented, where students will give their time to achieving a specific stated goal usually involving teaching in the fields of educational, technology, science, public health, art, communications or social services.
- 3) Projects or tasks to develop educational materials and technology support for special needs children (designing and developing applications). Please note and review the information regarding the design and/or development of applications in the expectations section below that is specific to this portion of the internship so you understand exactly what is expected.

Expectations from Interns:

- 1) Pro-active engagement and initiative in ensuring 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.

Initials: _____



- 4) Mandatory in-person orientation & presentation of your work in the presence of board and/or a committee panel of U&I and partnering organizations; failure to attend may result in disqualifying from the program.
- 5) The interns will work with one or more U&I team members to ensure that the needs of our partner organization are being met.

Please Note: With respect to the 3rd focus area listed above, 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, 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.

* **Please note that our internships are unpaid and limited in number.**

- 1) Must have completed at least 10 hours of volunteering with U&I, at the time of applying.
- 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 acknowledgement 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.

Please fill out the application form along with your CV and send to: uniteandinspire.rt@gmail.com

Initials: _____



Application Form for Summer 2024 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 _____

Year since a volunteer with U&I _____

Number # of hours volunteered with U&I _____

Which internship are you applying for?

1. _____ (Primary Option)

2. _____ (Secondary Option)

Current High School _____

Current Grade Level _____

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

1. _____

2. _____

Other Information _____

Initials: _____



****Please submit the following along with the application to uniteandinspire.rt@gmail.com**

- 1. Application Form**
- 2. Your CV**



Initials:_____



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 an U&I representative.
- € Intellectual and Proprietary rights for all products (such as reports, papers, presentations, technology applications) created during the internship period belongs 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: June 15th – August 3th, 2024

- **Application due date: Jun 2nd, 2024**
- **Orientation: June 15th, 2024**
- **Commence Internship: June 15th, 2024**
- **Final Presentation: Aug 3rd, 2024**
- **Final Report: Aug 10th, 2024**

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

U & I Internship Applicant Signature **Date**

Internship Applicant's Parent/Guardian Name & Signature **Date**

****Applications are due by midnight of Jun 2nd, 2024.****

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

Initials: _____