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IUOS Summer Internship Program in Sustainability

Program Application and Instructions

Welcome! We appreciate your interest in the Summer Internship Program in Sustainability. This is a downloadable copy of the program application. The purpose of this document is to provide applicants access to the application to prepare their questions before submission. **All applications must be submitted through the online system.**

Here are a couple of tips for navigating this document:

- The first section provides information on hiring timeline, steps for applying to the program, and additional details.
- [All instructions appear in blue font.](#)
- Additional information about the program can be found at www.indiana.edu/~sustain/Intern/learn_apply.html.
- Questions, comments or concerns can be directed to Emilie Rex at ekrex@indiana.edu.

Steps for Applying:

1. Read through the internship offerings (coming soon!) and determine which positions might be a good fit for you.
2. Download (but DO NOT print!) the IUOS application questions.
3. Visit the [IUOS website](#) to research campus sustainability and [the internship program](#). Begin preparing your responses.
4. Contact your recommender, request permission to use him/her as a reference and obtain his/her email address.
5. Login to the IUOS internship website and submit an electronic recommendation request. *Note: You will not be able access the online application until you submit your recommendation request.*
6. Complete the online application.
7. Confirm that your recommender has submitted your evaluation.
8. Submit your application.

Program Details:

The IUB Summer Internship Program in Sustainability will run from mid-May through mid-August. Funding is available to support fourteen new sustainability-related internships. Five of these interns work on ongoing IUOS projects. The other ten will join four continuing interns, working collaboratively with IUOS and the Campus Sustainability Advisory Board on projects designed to meet the strategic goals of our seven working groups. Students will be expected to work approximately twenty hours per week over the course of the summer and participate in a 1-credit summer seminar in sustainability taught by Director of Sustainability Bill Brown. Student interns and their mentors will have discretion in setting their work schedules to accommodate vacation and other commitments. For their summer of service, graduate fellows and undergraduate interns will receive stipends between \$2,500 and \$3,000 and a 1- credit fee remission for the summer seminar.

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STEP 1: CONTROL PANEL/OPTIONS

Before beginning the application, you must set your email confirmation preferences. You have the option of receiving emails when you submit or update your application and/or when your evaluator submits your recommendation. If you resubmit your application, your preferences will be saved.

I would like to receive an email confirmation when I submit/update my application:	
I would like to receive an email confirmation when my evaluator submits my recommendation:	

STEP 2: RECOMMENDATION REQUEST

You must submit your recommendation request before you are able to access the online version of this application. Please note also that you WILL NOT be able to submit your final application until your evaluator completes your recommendation.

Note: We will use the email address you provide below to request a letter of recommendation.

* is a required field. Your recommender will receive an email about submitting your recommendation.

*Your first name:

*Your last name:

*Recommender's name:

*By checking this box, I confirm that I have communicated with my recommender, and he/she has agreed to complete the recommendation form by February 17, 2012.

*Position or title:

*Recommender's Email:

*Re-enter Recommender's Email:

*Phone:

You will only be allowed to submit your recommender once. Please double check that the email address is entered correctly. DO NOT submit a name/email above without obtaining permission from the recommender.

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STEP 3: SUMMER INTERNSHIP APPLICATION

* = required portion of the application.

TAB 1: General Information

* Name:	*First, Middle:	*Last:
* Email:		
* Phone:		

TAB 2: Current Standing

<input type="radio"/> Graduate	<input type="radio"/> Undergraduate
Graduate Degree Program(s): If applicable, Graduate Minor(s): If applicable, Graduate Concentration(s)	Undergraduate Major(s): Undergraduate Minor(s):

TAB 3: Education

* Current Institution:

*Name of institution:	<i>Indiana University</i>
*Location of institution:	<i>Bloomington</i>
*Beginning date:	
*Certificate(s) and/or degree(s) pursuing:	
*Date degree/certificate will be conferred (mm/dd/yy):	
*Cumulative GPA (express in 4.0 scale):	

(Optional) Second Institution:

Name of institution:	
Location of institution:	
Beginning and ending dates:	
Certificate(s) and/or degree(s) attained:	
Date degree/certificate conferred (mm/dd/yy):	
Cumulative GPA (express in 4.0 scale):	

(Optional) Third Institution:

Name of institution:	
Location of institution:	
Beginning and ending dates:	
Certificate(s) and/or degree(s) attained:	
Date degree/certificate	

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conferred (mm/dd/yy):

Cumulative GPA (express
in 4.0 scale):

Other Certifications or Education:

TAB 4: Work Experience

Note: This work experience field is optional, but highly suggested.

Employer:

Position or Title:

Duties:

Beginning and ending dates:

If you are interested in using
this employer as a reference,
you may add his/her contact
information here:

*(Note: Adding references in this
section DOES NOT exempt you
from completing the
recommendation section.)*

(Optional) Second Employer:

Employer:

Position or Title:

Duties:

Beginning and
ending dates:

TAB 5: Volunteerism

Note: This volunteerism field is optional, but highly suggested.

Title:

Organization:

Duties:

Beginning and
ending dates:

Skills acquired:

(Optional) Second Volunteer Position:

Title:

Organization:

Duties:

Beginning and
ending dates:

(Optional) Second Volunteer Position:

Title:

Organization:

Duties:

Beginning and
ending dates:

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TAB 6: Personal Statement

In 500 words or less, please explain:

1. Why you are best qualified for an internship with the Office of Sustainability. *Please address your qualifications (education, volunteerism, personality, experience) as they relate to a specific internship position or positions.*
2. How the internship relates to your personal and professional goals.

TAB 7: Internship Interest

The selections below are hyperlinked. A full set of descriptions can be found at www.indiana.edu/~sustain/Intern/apply.html.

Internships Mentored by the Office of Sustainability	Internships Mentored by the Campus Sustainability Advisory Board Working Groups
<i>Descriptions released January 30, 2012.</i>	<i>Descriptions released January 30, 2012.</i>

TAB 8: Optional Work Samples

You are welcome (but not obligated) to include a link (or links) to relevant work. This may include: your resume, a design portfolio, writing samples, photography, published work, etc. This is recommended if you wish to share or demonstrate a relevant skill that has not been showcased through this application. Please save your file using a service such as [IU slashtmp*](#) or [google documents](#). We request that the link remain active until all positions have been filled.

Link to work sample: _____

Password (if required): _____

Second link to work sample: _____

Password (if required): _____

*Slashtmp holds documents for 30 days. If you are applying more than 30 days in advance of our hiring date/decision making process, then use a different online storage tool.

*Note that you may password protect your document so it is unavailable to the public. Should you elect to protect your document, please include a password in the available space above. Your password is limited to 40 characters.

*If you decide to use a storage tool other than slashtmp, make sure your document can be accessed by the public (password protected or otherwise).

TAB 9: Submit / Update Application

Please note, submitting your application here only saves it in the system. **You cannot make your final submission until we have received your completed recommendation.**