Cincinnati Ohio Summer Internship Program

Application Deadline: March 31, 2020

APAPA-Ohio Summer Internship Program in Cincinnati is designed to prepare high school and college students to become future leaders in the United States of America. This program provides an opportunity for students to develop their leadership skills, gain public policy experience and become civically engaged.

The internship program will develop:
- Political awareness and civic engagement
- Understanding of government and legislative processes
- Professional and leadership qualities
- Networking & Team work skills

Eligibility
The program is open to all Ohio residents, who are
- rising junior/senior in high school
- undergraduate college student
- graduate college student

Selection Criteria
Applicants will be selected on the basis of:
- Demonstrated leadership
- Community Service
- Interpersonal skills
- Written and verbal communication skills

Program length and stipend
Orientation & training will be held throughout the first half of 2019. The six-week program runs from June 2019 through August 2019. Interns will receive a stipend for successful completion of the program. Students are responsible for their own housing, transportation and insurance.

Requirements for Successful Completion of the Summer Internship Program
- Be available to attend any workshops. Workshops include leadership training, public speaking, personal finance, project management, and etc.
- Attend APAPA-Ohio voter registration and education related election projects (can be completed within the calendar year).
- Work 120 hours (six weeks’) minimum in assigned office, where work hours are flexible.
- Complete 20 volunteer hours for APAPA Ohio Chapter (can be completed within the calendar year).
- Help to train the incoming class of 2021 interns.

Deadline
Submit all required materials in one single electronic file, due by March 31, 2020.
APAPA Internship Application

♦ Please complete this form and prepare a Personal Statement. When completed, please email the documents and your latest Official Transcript by March 31, 2020 to: internship.cincy@apapaohio.org

♦ GENERAL INFORMATION

Name: ____________________________

Gender: [ ] Female [ ] Male

Date of Birth: ______/_____/____

Place of Birth: ____________________________

Driver’s license (State, #) ____________________________

Citizenship status: [ ] U.S. citizen [ ] Permanent resident

Current Address: ____________________________

Street

City

State/ZIP

Current Phone: (_____ ) ___________ Effective until: ______/_____/____

(____) ___________

Driver’s license (State, #) ____________________________

Alternate contact #: (_____ ) ___________

(I.e. cell phone, voice mail, pager, work, etc.)

Personal Email Address: ___________________________________

Permanent Address: ____________________________

Street

City

State/ZIP

Permanent Phone: (_____ ) ___________

Fax (if available): ____________________________

♦ EMERGENCY CONTACT INFORMATION

Name: ____________________________ Relationship ____________________________

Address: ____________________________

Street

City

State/Zip

Home phone: (_____ ) ___________

Work phone: (_____ ) ___________
♦ EDUCATIONAL BACKGROUND

High School name: __________________________ Location: __________________________

College name: __________________________ Location: __________________________

Degree seeking: __________________________ Major/minor: __________________________

Current class year: __________________________ Overall GPA: __________ Expected graduation date: __________

♦ PERSONAL STATEMENT

Please write a statement addressing the following. The statement should be 1 page and can not exceed 2 pages in length.

• Your Asian Pacific Islander background
• Community and public service involvement
• Academic and Career goals
• Future plan in public service and/or politics and government involvement

♦ SHORT BIOGRAPHY

Please submit a short bio of less than half a page of who you are, your hobbies, career goal, and anything else you’d like people to know about.

♦ STUDENT CERTIFICATION

• I understand that I hold APAPA, APAPA-Ohio, their boards and members, and employees harmless from any and all liability or claims which may arise out of, or occur, in connection with my participation in this program.
• I understand that this application, plus all accompanying documents, become the property of APAPA and will be shown to potential supervisors of my internship.
• I certify that the information I submitted on this application is accurate to the best of my knowledge. I also understand that I will be liable for all costs that APAPA may incur as the result of any misrepresentation, omission, or willful inaccuracy that I include on this application.
• During my internship, I understand that I am responsible for any and all travel, housing, living and medical expenses that may be incurred. I am responsible either personally or through my insurance coverage.
• I also understand that APAPA and APAPA-Ohio are not responsible for the theft of or damage to, my personal property.
• If selected, I promise to complete all program requirements in the office I am assigned to and submit a final journal reflecting my internship experience.

Name of applicant (please print) __________________________ Signature __________________________ Date __________________________
APAPA
Asian Pacific Islander American Public Affairs Association
Community Education Foundation (APAPA-CEF)
Non-profit organization 501(C)-3 Tax ID No. 55-0849384
Empowerment of Asian and Pacific Islander Americans

✓ APPLICATION CHECKLIST
Please make a copy of the complete application for your records. Please include the following items:

__ Signed Application form
__ Your resume
__ Original, official transcript
__ Your personal statement
__ Digital color portrait (head shot). The photos will not be provided to the Internship Selection Committee or used as a basis for selecting the interns. Your photo will be used strictly for the program book and publicity purposes.
__ One short paragraph biography. You can share about your major, career goals, hobbies, etc.
__ Email all materials, including transcript to: internship.cincy@apapaohio.org

Deadline: Application and materials must be sent in by March 31, 2020. An incomplete application will not be considered.

APAPA Ohio strives to effectively promote the internship program. Please let us know how you heard about our program by checking one of the following.

__ High School
__ College/University
__ APAPA website
__ Press Release
__ Newspaper
   Name of newspaper: _________________
__ Relative/Friend
__ Community Organization
   Name of organization: _________________
__ Social Media
   Name of social media: _________________
__ Other: ________________________

Thank you for your interest in the APAPA Ohio Internship Program. If you have any questions, please contact internship.cincy@apapaohio.org.