Junior Internship Application 2015-2016

Please submit this application, a resume, recommendation form and typed answers to the questions provided below via e-mail to acc.rutgers@gmail.com by Friday, November 13th, 2015 at 5:00pm. Recommendation forms should be written and sent in or emailed by one of the following: organizational President, faculty/staff member, advisor, or employer.

If you would like to find out more information regarding the Jr. Internship, consider going to either one of the following Information Sessions:

1. September 28th, 9:00PM @ The AACC Multi-Purpose Room
2. October 1st, 9:00PM @ The AACC Multi-Purpose Room
3. October 27th, 9:00PM @ The AACC Multi-Purpose Room
4. October 28th, 9:00PM @ The AACC Multi-Purpose Room

REMINDER: If you are selected as a Junior Intern:
1. It is mandatory for you to attend the Junior Intern Retreat. Please keep January 11th -15th, 2016 free.
2. Be advised that there will be a mandatory meeting Friday, December 11, 2015.
3. Be advised that there will be a mandatory weekly meeting at the AACC in the Spring 2015 semester.

Have you read over the requirements to the Junior Intern Program?  Yes / No

PERSONAL INFORMATION

Full Name:
_________________________  __________________________
First Name                   Last Name
Primary E-mail: ____________________________________________ Phone: __________________________
Class Year: ___________________ Residence / Campus: __________________________
GPA: ____________________ Major: __________________________ Minor (if applicable): ________________
What is the best way to contact you? Phone / Email

Please check off ALL times you are available for an interview:

______ Friday, November 20th 5:00 pm @ AACC ______ Saturday, November 21st 11:10 am @ AACC
______ Friday, November 20th 5:20 pm @ AACC ______ Saturday, November 21st 11:30 am @ AACC
______ Friday, November 20th 5:40 pm @ AACC ______ Saturday, November 21st 11:50 am @ AACC
______ Friday, November 20th 6:00 pm @ AACC ______ Saturday, November 21st 12:10 pm @ AACC
______ Friday, November 20th 6:20 pm @ AACC ______ Saturday, November 21st 1:30 pm @ AACC
______ Friday, November 20th 6:40 pm @ AACC ______ Saturday, November 21st 1:50 pm @ AACC
______ Friday, November 20th 7:00 pm @ AACC ______ Saturday, November 21st 2:10 pm @ AACC
______ Friday, November 20th 8:00 pm @ AACC ______ Saturday, November 21st 2:30 pm @ AACC
______ Friday, November 20th 8:20 pm @ AACC ______ Saturday, November 21st 2:50 pm @ AACC
______ Friday, November 20th 8:40 pm @ AACC ______ Saturday, November 21st 3:10 pm @ AACC
______ Friday, November 20th 9:00 pm @ AACC ______ Saturday, November 21st 3:30 pm @ AACC
______ Friday, November 20th 9:20 pm @ AACC ______ Saturday, November 21st 3:50 pm @ AACC
______ Friday, November 20th 9:40 pm @ AACC ______ Saturday, November 21st 4:10 pm @ AACC
______ Friday, November 20th 10:00 pm @ AACC ______ Saturday, November 21st 4:30 pm @ AACC
ATTACH TYPED ANSWERS TO THE FOLLOWING QUESTIONS.
Be as honest and thoughtful as possible. Your responses are limited to 300 words or less for each question.

1. Why are you interested in this internship? What do you expect to gain by participating in the program?
2. What is your greatest achievement?
3. Please share something that you find interesting about your culture/heritage.
4. In a team setting, how would you support your team members?

REMINDER: Applications are due Friday, November 13th, 2015 at 5:00pm.
An email confirmation will be sent stating that your application has been received along with your interview time.
Junior Internship Application 2015-2016
Recommendation Form

INSTRUCTIONS:
This form should be completed (the individual writing and the recommendation) and must be sent in by November 13th, 2015 at 5:00pm. Forms can be mailed to or dropped off at the Asian American Cultural Center OR emailed to aacc.rutgers@gmail.com.

Please rate the applicant on the following characteristics:

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<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Cannot Assess</th>
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<td>Ability To Work With Others</td>
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<td>Ability To Work Independently</td>
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<td>Ability To Take Initiative / Proactiveness</td>
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<td>Professionalism</td>
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Letter of Recommendation:

Applicant's Name: ____________________________ Date: ____________________________

Recommender's Name: ____________________________ Position / Title: ____________________________

Email: ____________________________ Primary Phone Number: ____________________________

Relation to Applicant: ____________________________

Please type and attach a letter of recommendation, focusing on, but not limited to, the following points:

- Indicate how long and to what capacity you have known the applicant
- Discuss qualifications / potentials of the candidate in becoming an Intern at the Asian American Cultural Center, including comments on interpersonal skills, leadership skills and professionalism.
- Discuss the applicant’s strengths and weaknesses. Provide specific examples if possible.

Overall Assessment:
This is an applicant of exceptional achievement and/or ability; I highly recommend this student without any reservation for the Junior Intern Program.
I recommend that the applicant be admitted to the Junior Intern Program.
I recommend with some reservations that the applicant be admitted to the Junior Intern Program.
I do not recommend that the applicant be admitted to the Junior Intern Program. (Please feel free to elaborate why on a separate attachment)