



Center for Latino Arts
and Culture

Escalera Internship Program (EIP) Application

The Escalera Internship Program (EIP) is designed to provide students with the opportunity to learn essential work experience that can help you attain a future internship or an entry level career in your field of interest.

The Center for Latino Arts and Culture (CLAC) aims to support the EIP program by providing interns with personal and professional development that support interns in their quest to learn the necessary knowledge, skills and abilities required for today's workforce.

Our goal is to help all interns work their way up the ladder of success!

Escalera Internship Program (EIP) Requirements

To be eligible for this program you should meet the 20-point application requirement:

- Second-senior year student (5pts)
- Able to work 8-10 hours per week (5pts)
- Able to work between Feb-August (break in May) (5pts)
- 2.5 GPA (5pts)

This is a paid internship, \$500

(see EIP terms and agreement for details regarding distribution options)

Your application must be submitted by the last week in November with a copy of your **most updated resume, recommendation form** and **typed answers to the questionnaire** provided. You're also required to attend one of the three info sessions below.

EIP info session dates:

(TBD by EIP supervisor)

1. October
2. October
3. October

EIP Mandatory Guidelines

If you are selected as an EIP participant, you must meet the following guidelines:

- Attend mandatory EIP intern retreat (TBD)
- Attend CLAC's staff meeting(s) as deemed necessary by EIP supervisor
- Complete internship program with no interruption
- Sign confidentiality and EIP terms and agreements
- Complete program assessment

Have you read over and agree to the EIP mandatory guidelines? Circle your selection

Yes / **No**



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EIP Applicant Information

First Name Last Name Preferred Pronoun(s)

Primary Email Phone Number

Class Year Residence/Campus Address

GPA Major Minor(s) if applicable

What is the best way to reach you? Phone / Email

EIP Potential Interview Dates
Please select the dates work with your schedule (dates subject to change)

- Monday, October 22, 2018
- Tuesday, October 23, 2018
- Wednesday, October 24, 2018
- Thursday, October 25, 2018
- Friday, October 26, 2018
- Saturday, October 27, 2018

Questionnaire
Be honest and thoughtful as possible. Responses are limited to 300 words or less for each question

Attach typed answers to the following questions:

- Why are you interested in this internship? What do you expect to gain by participating in the program?
- What is your greatest achievement?
- Please share something that you find interesting about your culture/heritage?
- In a team setting, how would you support your team members?
- How do you plan to include/welcome/make space for individuals with marginalized experiences that differ from your own?

Application Window Deadline
(Final applications are to be submitted by the last week in November)
If you are selected for an interview, an email will be sent confirming receipt of your application including your interview date



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EIP Recommendation Form
To be filled out by a former supervisor, advisor, mentor and/or faculty

Instructions:

This form should be completed by the recommender and submitted with a recommendation letter by the last week in November to clac.info@rutgers.edu. Subject line should read "EIP recommendation form submission".

Please rate the applicant on the following:

Table with 6 columns: EIP Intern Characteristics, Excellent, Good, Average, Fair, Unsatisfactory. Rows include: Ability to work with others, Ability to work independently, Ability to take initiative, Organization/Attention to detail, Oral/Written Communication Skills, Motivation, Maturity, Creativity, Time Management, Professionalism.

EIP Letter of Recommendation
To be submitted with EIP Recommendation form

Applicants Name: _____ Date: _____

Recommender's Name: _____ Position/Title: _____

Email: _____ Primary Phone Number: _____

Relation to Applicant: _____

Guiding Recommendation Questions and Statements

- ✓ To what capacity have you known the applicant?
✓ Elaborate on why the applicant should be considered an EIP Intern with CLAC
✓ Discuss applicant's strengths, challenges and opportunities and provide examples if necessary.