



Office of the President  
 Community and Diversity  
 Oregon State University, 330 Snell Hall, Corvallis, Oregon 97331-1634  
 Phone 541-737-4381 | Fax 541-737-8232

# **P R O M I S E** **2008**

*Professional and Managerial Internships in State Employment*

## INTERNSHIP APPLICATION PROMISE Internship Program June 23 – August 29, 2008

**Application deadline date is April 20, 2008**

The PROMISE internship program is available to OSU students (currently enrolled in Spring 2008) who have completed the equivalent of their sophomore year of undergraduate studies with a current accumulative GPA of 2.0 or higher. Applicants must be U.S. citizens or permanent residents to apply.

**Students participating in PROMISE are not allowed to register for more than 5 quarter hours of for-credit classes during Summer Term 2008. Classes must be scheduled after normal business hours (8:00 a.m. to 5:00 p.m.). Interns are expected to work a full 40-hour week for ten straight weeks. Do not apply for this program if you cannot comply with this requirement.**

**Please print or type. Use extra sheets where necessary.**

Name \_\_\_\_\_ University ID #. \_\_\_\_\_  
                   *Last*                                  *First*

Summer Address \_\_\_\_\_ Summer Phone \_\_\_\_\_

Permanent Address \_\_\_\_\_ Permanent Phone \_\_\_\_\_

Summer E-Mail \_\_\_\_\_ Pager/Mobile \_\_\_\_\_

Message Phone \_\_\_\_\_

Check all that apply:     U.S. Citizen                     U.S. Permanent Resident

Undergraduate Status as of Fall Term 2008:     Jr             Sr             Graduating in June 2008

Major/Area of Study \_\_\_\_\_ GPA

Expected Graduation Date \_\_\_\_\_

Graduate Student Status (degree and expected graduation: \_\_\_\_\_)

**Describe, in detail, your experience and proficiency levels with each of the following:**

Computer Software Applications, Including Desktop Publishing:

\_\_\_\_\_

Computer Hardware:

\_\_\_\_\_

\_\_\_\_\_

Computer MIS/IT:

\_\_\_\_\_

\_\_\_\_\_

Graphic Design:

\_\_\_\_\_

\_\_\_\_\_

Communication (presentations, facilitation, etc):

\_\_\_\_\_

\_\_\_\_\_

Customer Service:

\_\_\_\_\_

\_\_\_\_\_

Web Design:

\_\_\_\_\_

\_\_\_\_\_

Languages (describe proficiency level):

\_\_\_\_\_

\_\_\_\_\_

Where are you available to work? If more than one location, indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices:

\_\_\_ Corvallis    \_\_\_ Salem    \_\_\_ Portland    \_\_\_ Hood River    \_\_\_ Newport

Central Oregon     Eastern Oregon     Southern Oregon

Other \_\_\_\_\_

Mode of Transportation:     Public     Private

Do you have a valid driver's license?     Yes     No

List the names, titles, and telephone numbers for two people (one must be an OSU faculty member) you have asked to submit letters of recommendation on your behalf:

Name	Title	Telephone
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Name	Title	Telephone
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### **Application Instructions:**

The following materials must be submitted with the application form before you may receive consideration for an internship position. **Incomplete application packets will not be considered.**

1. A typed, double-spaced statement no longer than two pages describing your:
  - a. Professional and career goals, and how this program will help you achieve them.
  - b. Contribution to diversity in the workplace and/or your community.
2. A resume outlining your work and/or volunteer experience, your education, and skills.
3. Two letters of recommendation from the persons identified above.
4. Current unofficial transcript of undergraduate and graduate studies verifying your GPA.

### **Optional:**

What is your Race:

- Asian or Pacific Islander
- African American (not of Hispanic origin)
- Hispanic
- Native American or Alaskan Native
- Caucasian (not of Hispanic origin)

What is your Gender:

- Female
- Male

SEND APPLICATIONS AND SUPPORTING DOCUMENTS IDENTIFIED IN ITEMS 1-4 ABOVE TO:

PROMISE Internship Program, office of Community & Diversity, Oregon State University, 330 Snell Hall, Corvallis, OR 97331. If you have questions, please contact Corrine Gerig at (541) 737-4381.

*The Office of Community & Diversity reserves the right to extend the deadline date. Some internships may require an extensive background check, fingerprinting, and/or valid driver's license.*