



## *Proposal Application Information*

---

The HEB Community Internship Program is designed to provide undergraduate students (primarily juniors and seniors) with opportunities for leadership, responsibility, and exposure to issues facing nonprofit organizations. Individual internships will be based upon the nonprofit organization's needs, specific goals designed to meet those needs and defined learning outcomes that allow students to apply classroom theory and knowledge in the workplace. The opportunity for students to gain confidence and experience, explore new career options, and to discover additional skills in planning, problem solving, decision-making, organizing, communicating, and evaluating are also part of the experience

In addition, selection criteria for the program include a clearly defined internship project, and adequate training, supervision, and mentoring of the intern.

### *Three Areas of Focus for the Internship Project Questionnaire:*

1. **Needs Assessment.** *This portion of the proposal should answer such questions as:*

- How many people (and who) are served by your agency; how many will be served by this project?
- What impact will the internship project have on the non-profit agency and the constituents served?
- Is this a new or an existing project?

*If it is an existing project, how will the intern's responsibilities and tasks fit into the scope of the project? How will the intern be involved in planning, problem solving, decision-making, organizing, communicating, and evaluating the project?*

*If it is a new project, what specific responsibilities and tasks will be offered to the intern that will allow him/her to be involved in planning, problem solving, decision-making, organizing, communicating, and evaluating the project.*

- How will this intern play a critical role in this project?

2. **Project/Program Description.** *This part of the proposal should provide the structural aspects of the internship.*

- What specific projects and/or programs will the student work on?
- What are the specific job duties, responsibilities, expectations, and qualifications desired of the intern?

3. **Management of Internship.** *This portion of the proposal should answer such questions as:*

- Who will be assigned as the on-site person to manage, supervise, and mentor the intern?
- How (and how often) will the intern be provided with constructive feedback?
- How will training be provided for the intern?
- How will the intern's work be monitored?
- Are there specific hours that the intern must be available? (Please note: in order for a student to receive three credit hours and the HEB stipend, he/she must complete 150 hours of work. This usually translates to approximately 12-13 hours a week; however, this is flexible, depending on the schedule of both the agency and the student).
- Will there be an opportunity for the intern to present his/her findings/recommendations to management at the end of the semester?

### ***Program Dates:***

Dates for the Fall 2005 semester are: **Monday, August 29 – Friday, December 9, 2005.**



## *Proposal Application Information (con't)*

---

### ***Majors Offered in the St. Edward's University Undergraduate Program:***

In forming your internship projects, they must be designed in a major area offered by the university. This ensures we have the appropriate intern candidates as a match for your opportunity.

#### **School of Behavioral/Social Sciences**

Criminal Justice  
Criminology  
History  
International Studies  
Political Science  
Psychology  
Social Work  
Sociology

#### **School of Business Administration**

Accounting  
Accounting Information Technology  
Business Administration  
Economics  
Entrepreneurship  
Finance  
International Business  
Management  
Marketing

#### **School of Education**

English/Language Arts and Reading  
Kinesiology  
Social Studies  
Spanish/Language Arts/Reading  
Secondary Teacher Certification  
Elementary Teacher Certification  
All - Level Teacher Certification

#### **School of Humanities**

Art  
Communications  
English Literature  
English Writing and Rhetoric  
Graphic Design  
Liberal Studies  
Philosophy  
Photocommunications  
Religious Studies  
Spanish and International Business  
Spanish  
Theatre Arts

#### **School of Natural Sciences**

Biochemistry  
Bioinformatics  
Biology  
Chemistry  
Computer Information Science  
Computer Science  
Environmental Chemistry  
Environmental Science & Policy  
Forensic Chemistry  
Forensic Science  
Mathematics

*For more detailed information about the different disciplines offered at St. Edward's University, please visit our website at:  
<http://www.stedwards.edu/academics.htm>*

### ***Internship Program Information:***

For more general information regarding the Internship Programs of St. Edward's University, please visit our website at <http://www.stedwards.edu/cpel/internships.htm>

### ***Questions Regarding the Application Process:***

Should you have questions regarding the application process, please contact:

David Uribe, Internship Coordinator, St. Edward's University  
512.464.8870, [davidu@admin.stedwards.edu](mailto:davidu@admin.stedwards.edu)



## *Application: Agency Information*

Agency Name: \_\_\_\_\_

Agency President: \_\_\_\_\_

Name of Internship Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Agency Web Site: \_\_\_\_\_

Date internship will begin: \_\_\_\_\_

Date internship will end: \_\_\_\_\_

While five HEB Community Internship projects will be selected for the semester, all remaining projects/proposals will be shared with other students who are able to participate in either work/study program or a non-paying internship if your agency so desires.

If any of the students applying for the internship qualify for the University's "Work Study" program, SEU will pay 70% of the student's salary, if the agency is able to pitch in the remaining 30%.

Please check here if you would be able to participate in the "work study program," and provide 30% of an intern's salary.

Please check here if you would like your proposal made available for a non-paying internship.

*Please attach business card  
of contact person here*



## ***Application: Internship Description***

Please insert here a thorough internship description of the internship project(s) you expect an intern to pursue. Please use the format below for your description and limit it to one page.

---

*Agency Name*  
*Address (physical and mailing address)*  
*City, State, Zip*  
*Agency website*

*Contact Name and Title*  
*Phone Number*  
*Email*

### ***Summary of Non-Profit:***

*Please provide a description of your agency that includes the agency's mission and the various services it provides to its target population. Include the number of years in service and the physical location.*

### ***Intern Responsibilities:                      Name of Internship***

*This is the most crucial section of the description. Please provide a thorough description of the responsibilities that an intern will assume. We ask that internships be project-based with a clear explanation of the scope of the project while breaking it down to manageable stages or phases. For example, if an intern is to contribute his/her talents to a marketing campaign, he or she can begin by interviewing employees and administrative staff on their marketing ideas. Then a written report of findings can be drafted and submitted to the marketing director. The second phase would be to provide a detailed implementation report, if approved. Since this can be a time-consuming project, the last phase would be to develop a timeline for the next intern to pursue with staff members.*

### ***Qualifications:***

*Please provide your requirements in this section. This includes which major/minors or general focus you wish to work with to complete the project(s). Please refer to specific skills needed, such as organizational and communication skills, computer and language skills (if desired). Also include information regarding acceptable attire within your agency and the number of hours per week requested. Please note: if selected, HEB – Central Texas Regional Office will sponsor interns for 150 hours total within the semester. This equates to 12-13 hours a week for the 12 week semester.*

### ***Hours:***

*Provide information on your agency's business hours. Indicate if the intern is expected to work outside of normal business hours, i.e. evening hours and/or weekends.*

### ***Of Interest to Students in the Areas of Study:***

*Provide a list of majors that may apply to this internship. Advertising of the internship to students is done by majors. For a list of majors at St. Edward's University, please refer to the list provided in this packet.*

(a sample description is available in this packet – Center for Child Protection)



***Application: Internship Project Questionnaire***

1. How will the intern be involved in planning, problem solving, decision-making, organizing, communicating, and evaluating the project?

---

---

---

2. What particular qualities and/or skills are you seeking in a intern?

---

---

---

3. What do you expect a student intern to learn/gain from working with your organization?

---

---

---

***Needs***

4. How many people (and who) are served by your agency; how many will be served by the project for which the intern will be working?

---

---

---

5. What impact will the internship project have on the non-profit agency and the constituents served?

---

---

---

6. How many people do you currently have on staff? \_\_\_\_\_

7. Have you ever had an intern placed with your organization in the past (if so, on what project/program did he/she work)?

---

---

---



## *Application: Internship Project Questionnaire (con't)* Page 4 of 4

8. Do you anticipate having other interns during the next semester? (If so, how many and how will they be working together, if at all?)

---

---

9. Who will be assigned as the on-site person to manage, supervise, and mentor the intern?

---

---

### ***Management of Internship***

10. How (and how often) will the intern be provided with constructive feedback?

---

---

---

11. How will training be provided for the intern?

---

---

---

12. How will the intern's work be monitored?

---

---

---

13. Are there specific hours that the intern must be available? (Please note: in order for a student to receive three credit hours, and the HEB stipend, he/she must complete 150 hours of work. This equates to approximately 12 hours a week (however, this is flexible, depending on the schedule of both the agency and the student).

---

---

---

14. Describe the opportunity the intern will have to present his/her findings/recommendations to management at the end of the semester.

---

---

---

---



## *Application Checklist*

---

This checklist is provided to ensure that applicants provide the necessary documents needed for the application process. ***Please note incomplete applications will not be considered.***

Please submit **two hard copies** of:

- Application Cover letter (on the agency's letterhead)
- Agency Information (page 1)
- Internship Description (page 2)
- Internship Project Questionnaire (pages 3-4)
- Business card for agency contact person

We also request you submit an electronic version of the application (MS Word) to:  
[davidu@admin.stedwards.edu](mailto:davidu@admin.stedwards.edu)

## *Application Deadline*

---

Applications must be received by **Thursday, August 11th by 5pm**. Please submit to David Uribe, Internship Coordinator:

Postal mail:

St. Edward's University  
Attn: David Uribe, Internship Coordinator  
3001 South Congress Avenue #1024  
Austin, Texas 78704

Delivery:

St. Edward's University  
Office of Career Planning  
Moody Hall, Room 134  
Atrium level



## *Internship Description Sample*

---

### **Center for Child Protection**

1110 East 32<sup>nd</sup> Street

Austin TX 78722

Web: [www.centerforchildprotection.org](http://www.centerforchildprotection.org)

#### **Contact Person:**

Melissa Faz

Volunteer Coordinator

512.472.1164

512.472.1167 Fax

[mfaz@centerforchildprotection.org](mailto:mfaz@centerforchildprotection.org)

#### **Summary of Non-Profit:**

The Children's Advocacy Center provides services to child abuse victims and their protective caregivers. In 2002, over 1000 unduplicated clients were served by the Children's Advocacy Center. The Center saw 648 new children at the point of initial interview. That is an increase of 3% from the previous year.

#### **Summary of Internship Project: Marketing / Special Events**

As an intern for the Development and Communications department, the intern will be involved in numerous projects based on interests and abilities. Projects may include:

- Implementation of development plans
- Marketing and public relations
- Special event planning
- Writing (e.g., copy writing, correspondence, solicitations & grant editing)
- Creating media packets and proposals
- Creation and distribution of outreach materials
- Data management and project management opportunities.

#### **Qualifications Desired:**

Seeking individuals that possess initiative, creativity, and excellent communication skills that are able to work independently as well as in a group setting. Graduate and Undergraduate students studying Business or Communication are welcome to apply. Applicants are required to complete the Center's volunteer application (which includes a background check and three references) and complete the Center's volunteer training.

#### **Hours:**

All schedules are set to best work to accommodate the intern's schedule.

#### **Of Interest to Students in These Areas of Study:**

Communications, Marketing, Business Administration, Management, English Writing/Literature, Psychology