Internship Program

Region 1 Planning Council (R1PC) is seeking interns to promote and generate interest in careers essential to achieving its mission.

To be considered for the internship program, applicants must meet the following criteria:

1. Interested in career paths associated with the departments and functions within R1PC; for a listing, visit

(insert hyperlink)

1. Commit to a minimum of 8 to a maximum of 40 hours per week for the duration of the internship period
2. Students must have a minimum GPA of 3.5
3. Preference will be given to students:
* with a permanent address within the R1PC service area,
* those enrolled in programs of study directly related to urban or environmental planning, civil engineering, computer science, public administration, communications, or similar,
* students with an academic requirement for an internship, and
* those willing to volunteer for the internship.

**To apply for an internship:**

* **Cover letter.** Submit a formal cover letter regarding your interest in the internship program.
* **Resume.** Submit a resume describing your work history, volunteer experience, and education.
* **Interest form.** Complete the interest form (see page 2.)
* **Nomination form**. Ask an educator, coach, community leader, or similar to nominate you by completing the nomination form (see page 3.) *Nominations by family members will not be accepted.*
* **Evidence of GPA**. Student applicants must provide evidence of grade point average of 3.5 or above. (e.g. transcript, report card)
* **Evidence of permanent address**. To receive local preference, please provide documentation indicating your permanent address within Boone, Ogle, McHenry, Stephenson, or Winnebago County.

Submit all to Julia Halsted at jhalsted@r1planning.org.

**Questions?** Contact Julia Halsted at jhalsted@r1planning.org or 779-707-0906.

Internship Interest Form

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About the Applicant:**

What are your career interests?

Are you required to complete an internship? If so, please describe or attach the requirements for your internship.

What do you believe the benefit will be to you by participating in this internship program?

How long are available to intern? Provide date range.

What days and hours are you available to intern? Indicate hours.

|  |  |
| --- | --- |
| **Day** | **Hours Available** |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Saturday |  |

What are your compensation expectations?

**Questions?** Contact Julia Halsted at jhalsted@r1planning.org or 779-707-0906.

Internship Nomination Form

Nominators, please complete and return this form to the nominee. Applicants must submit this nomination form with their interest form.

**Applicant** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominator** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About the applicant:**

What makes this applicant a good candidate for an internship at Region 1 Planning Council?

What do you believe the applicant will gain by participating in the internship?

Nominator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions?** Contact Julia Halsted at jhalsted@r1planning.org or 779-707-0906.