**Student Internship Application Instructions and**

**Application FORM Summer 2023**

**Application Deadline: Wednesday, March 1, 2023, 5:00 pm PST**

**Application Materials and Procedures**

Please review the **COAST Summer Internship Announcement** in detail and the [**FAQ page**](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/StudentFAQ.aspx#student-internships)**.** To apply, you must submit a Google Form with your Application Package(s) attached. You may apply for up to **FOUR** internships.

You will complete **ONE Google Form** (<https://bit.ly/COAST-2023-InternshipSubmission>) and attach your **Application Package(s)** to it. You must submit a separate Application Package for **EACH** internship you wish to be considered for. For example, if you are applying to FOUR internships, you will attach FOUR Application Packages to ONE Google Form. An **Application Package** has THREE components:

1. **Application Form with Professional Reference**

* You will complete this Application Form for **each** internship you are applying for (up to four).
* Please note that this is **NOT** the same as the Google Form noted above.

1. **Professional resume (two-page maximum)**

* For tips on resume building and example resumes, please see <https://www2.calstate.edu/impact-of-the-csu/research/coast/students/Pages/resume-building.aspx>.

1. **Transcripts**

* Submit your **FULL** transcripts (including GPA) from **ALL** institutions attended (community college, undergraduate and graduate).
* Unofficial transcripts are acceptable.
* Ensure that transcript files are not protected documents.

Each Application Package you submit must include all of the items listed above, compiled in that order, as **ONE** PDF file. Name each Application Package using the following convention: ApplicantLastName\_FirstName\_InternshipTitle.pdf.

**Professional Reference (see last page of this Application Form)**

We ask you to providethe name and contact information of someone who can serve as a reference for you. This should be someone who knows you well and in an academic or professional context. Your reference cannot be a family member, close personal friend or family friend. **Here are some tips on how to ask for someone to serve as a professional reference:**

* First, identify someone who would serve as a good reference. Ideally, this should be someone who is a current (or former) employer, professor, supervisor, coach or other academic or professional mentor.
* **To ensure that the person you list is willing to serve as a reference for you, be sure to give them enough time to respond before you apply.**
* In your request, describe the internship program, which internships you are applying for, and provide links to our webpage so they can learn more.
* Keep your request concise and professional. It may be helpful to provide them with your resume so they can have the materials they need to prepare responses to questions they may be asked if you are selected for an internship.
* Confirm their contact information so you know what phone number and email address you should provide in your application.



**Student Internship Application FORM - Summer 2023**

All information on this form must be typed.

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| --- | --- | --- | --- | --- |
| **Internship Information** | | | | |
| Internship Host: |  | | | |
| Internship Title: |  | | | |
| Internship Location: |  | | | |
| **Applicant Information** | | | | |
| First Name: | |  | Last Name: |  |
| Student ID: | |  | Preferred Pronouns (optional): |  |
| CSU Campus: | |  | Major: |  |
| Phone: | |  | Primary Email: |  |
| Status (Soph, Junior, Senior, Grad Student): | |  | Anticipated Graduation (mm/yyyy): |  |
| Date Spring Semester/Quarter Ends: | |  | Date Available to Start Internship: |  |
| Will you be enrolled in the same degree program at the same CSU for Fall 2023 as you are at the time of application? (Y/N) | | | |  |

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| --- | --- |
| **Have you previously been employed by, interned with, or volunteered for the internship host?** |  |
| Comments (If yes, please describe): | |
|  | |

**Relevant Experience**

For each section below, provide the information requested that complements the areas of knowledge listed in the Preferred Experience and Capabilities and/or Eligibility/Requirements sections of the internship you have selected. The boxes below will expand as you type; **please feel free to use as much space as you need.**

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| **List academic coursework (e.g., marine ecology or biology, fishes of California, statistics, etc.):** |
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| **List computer programs in which you are proficient (e.g., Microsoft Word, Excel, Access, R, Matlab, ArcGIS, minitab, Solidworks, etc.):** |
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| **Describe your field and/or laboratory experience (include experience gained through coursework as well as independent study):** |
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**Interest and Life Experience**

Please complete the sections below. The boxes below will expand as you type; **please feel free to use as much space as you need.**

We want to hear about you, your experiences, your passions and your goals. Your responses should highlight your unique qualities and give us a sense of you as a student and an individual. Take time to craft your responses to the questions we ask, as they give us the best picture of why you should be selected for this opportunity. The more effort you put into your responses, the more we can get to know you, your strengths and your goals!

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| **Please describe why you are interested in the internship you are applying for. What do you hope to gain, learn and experience by participating in this internship?** |
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| **What are your educational and career goals? How do you believe this internship may help you achieve them?** |
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| **Please describe a specific challenge you have faced either personally or academically and how you overcame it.** |
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| **Please use the space below to share any additional information that you would like us to know (optional).** |
|  |

**Required: Please provide the name and contact information for someone who can serve as a reference for you.** This should be someone who knows you well and in an academic or professional context. Your reference cannot be a family member, close personal friend or family friend. Tips on how to ask someone to serve as your professional reference can be found on the [instructions page of this form](#ProfessionalReferenceTips).

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Campus, organization, or company name |  | Job Title: |  |
| Phone: |  | Primary Email: |  |
| How do you know this person? |  | | |

**You may provide information for a second reference as well. Providing a second reference is optional.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Campus, organization, or company name |  | Job Title: |  |
| Phone: |  | Primary Email: |  |
| How do you know this person? |  | | |