Internship Program

Region 1 Planning Council (RPC) is seeking interns to promote and generate interest in careers essential to achieving its mission. Rather than offering a pre-defined internships, we invite candidates to apply for a customized internship that maximizes mutual benefit.

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 RPC; for a listing, visit <http://r1planning.org/services/>
2. Commit to a minimum of 20 to a maximum of 32 hours per week for the duration of the internship period
3. Students must have a minimum GPA of 3.0
4. Preference will be given to students:
* with a permanent address within the RPC service area,
* those enrolled in programs of study directly related to community development, economic development, economics, urban and regional planning, public policy, transportation planning, technical writing, or similar,
* students with an academic requirement for an 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 3.0 or above. (e.g. unofficial transcript, report card)
* **Evidence of permanent address**. While not required, 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 815-319-4184.

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 you 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 815-319-4184.

Internship Nomination Form

Nominators, please complete and return this form to jhalsted@r1planning.org. 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?**

**Anything else you feel the organization should know about the applicant?**

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

**Questions?** Contact Julia Halsted at jhalsted@r1planning.org or 815-319-4184.