

Research Center for Cultural Diversity & Community Renewal

Internship Application Guidelines

Return completed application and materials to:
UW-La Crosse CDCR Office ♦ 270 Murphy Library ♦ 1725 State Street ♦ La Crosse, WI 54601
phone: 608-785-5080 ♦ fax: 608-785-5082 ♦ email: cdcrc@uwlax.edu

Thank you for your interest in a University of Wisconsin-La Crosse Research Center for Cultural Diversity and Community Renewal (CDCR) internship position! These guidelines are designed to explain the process as clearly as possible and to help you complete the process smoothly. Best of luck!

In order to be considered for an internship, applicants must submit to the CDCR office (see address above) all application materials listed below:

- Completed and signed CDCR Internship application
- Personal statement
- Letter of referral from university advisor or staff/faculty member
- Transcript (copy)
- Résumé

APPLICATION MATERIALS

CDCR Internship Application

Complete and sign the attached internship application form. Please print your responses clearly.

1. Include complete details regarding your personal information, academic standing, and emergency contact person.
2. Specify by number the areas within which you are interested in serving an internship (#1 being the most preferred).
3. Indicate all semesters you are available. Include (under "Notes") any availability details of which we should be aware.
4. Include the names and contact information for three references along with brief description ("Title / Relation") of how you are connected to each reference. References to which you are not related are preferred. Letters of recommendation from these individuals are not required.

Personal Statement

Attach a typed statement of no more than 400 words. Consider the following areas and questions:

Provide an autobiographical statement (tell us some things about yourself). Why you are interested in a CDCR internship? What do you feel you can contribute? What are you hoping to gain from this experience? Describe your personal, professional, and research interests and experience.

Letter of Referral

Attach one formal letter of recommendation from your academic advisor or a campus staff or faculty member who has played a significant role in your academic and professional growth.

Transcript

Attach your most recent university undergraduate and/or graduate transcript. An official copy is not necessary.

Résumé

Attach a current résumé (summarize your educational and employment background, volunteer experiences, special skills and interests, etc...). Your advisor or the career office at your campus should be able to assist you as needed.

POTENTIAL INTERNSHIP SITES:

Experiences. Opportunities. Expectations

CDCR Office (La Crosse, WI)

- Intern with UW-La Crosse CDCR staff
- Obtain experience in and understanding of: research and grant writing, multicultural education, general office maintenance, coordination of conferences and workshops and grant administration
- Coordinate with students and staff within the UW System
- Seek opportunities for enhancing educational experiences and opportunities for underprivileged populations

Locust Elementary School (Eau Claire, WI)

- Intern with school principal
- Obtain experience in and understanding of: school planning and organization, classroom teaching & management, student discipline, school to community relations, educational administration, policy making, staff supervision
- Assist with scheduling, report development, and student extra-curricular activity planning
- Communicate with parents, staff, and students
- Participate in faculty meetings and attend conferences and workshops

School District of La Crosse (La Crosse, WI)

- Intern with school principals in La Crosse
- Obtain experience in and understanding of: school planning and organization, classroom teaching & management, student discipline, school to community relations, educational administration, policy making, staff supervision
- Assist with scheduling, report development, and student extra-curricular activity planning
- Communicate with parents, staff, and students
- Participate in faculty meetings and attend conferences and workshops

Buffalo State (Buffalo, NY)

- Intern with Dean of College of Education/Associate Vice President of Teacher Education
- Obtain experience in and understanding of: educational policy, college administration, faculty/staff supervision, curriculum development, budget maintenance, teacher training, research, grant writing
- Opportunity to complete additional coursework

University of Hawaii at Manoa (Honolulu, HI)

- Intern with associate professor in Educational Foundations department
- Obtain experience in and understanding of: educational policy, curriculum development, teacher training, student teaching & field experiences, pre-service and in-service teacher preparation, research, grant writing
- Opportunity to complete additional coursework

University of Wisconsin-Madison (Madison, WI)

- Intern with professor in the Educational Policy Studies department
- Obtain experience in and understanding of: educational policy, multicultural education, research
- Opportunity to complete additional coursework

Department of Public Instruction (Madison, WI)

- Intern in the Bilingual/ESL programs
- Obtain experience in and understanding of: planning and administration of public education, educational policy making, administration of K-12 education, governance of UW System, teacher preparation, curriculum development and assessment, research, communicate with Pk-16 institutions

Office of Congressman Ron Kind (La Crosse, WI; Eau Claire, WI; Washington, DC)

- Intern with Wisconsin congressman and staff
- Obtain experiences and understanding of: legislative research and process, public policy and leadership, community and public relations, examine the role of politics in educational structure and reform

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PERSONAL

Name (Last)	(First)	(Middle)	Social Security #
Permanent Address		City	State
(_____) _____ Permanent Phone #		(_____) _____ Mobile Phone #	(_____) _____ Other Phone #
Email Address (checked regularly)		_____/_____/_____ Date of Birth	

Female
Male

ACADEMIC

University Attending	Current Class Standing	_____/_____ Grad Month/Year
Major(s) / Minor(s)		Overall GPA
Academic Advisor's Name	Academic Advisor's Phone #	

EMERGENCY CONTACT (EC)

EC Name (Last)	(First)	Relation
EC Permanent Address	City	State
(_____) _____ EC Permanent Phone #	(_____) _____ EC Mobile Phone #	(_____) _____ EC Other Phone #
EC Email Address (checked regularly)		

AREAS OF INTEREST

Below, indicate the locations within which you would be most interested in serving your internship. Indicate your first choice with #1, your second with #2, etc....

- ___ CDCR Office (La Crosse, WI)
- ___ Locust Elementary School (Eau Claire, WI)
- ___ La Crosse School District (La Crosse, WI)
- ___ Buffalo State (Buffalo, NY)
- ___ U of Hawaii at Manoa (Honolulu, HI)
- ___ U of Wisconsin-Madison (Madison, WI)
- ___ Department of Public Instruction (Madison, WI)
- ___ Office of Congressman Ron Kind
La Crosse, WI ___ Eau Claire, WI ___ Washington, DC ___
- Other (please provide a detailed description)

AVAILABILITY

Below, indicate when you are available to complete an internship. Please note that the months listed are an approximation. Actual dates are dependent on each institutions needs.

- Fall (September – December)
- Spring (January – May)
- Summer (May – August)

Notes:

REFERENCES

List the names, phone numbers, and email addresses of three individuals who have agreed to serve as internship references for you. At least two of these references should be academic and/or work-related. It is preferred that you do not use relatives as references.

_____	_____	_____
#1 Name (Last)	(First)	Title / Relation
(_____) _____	_____	_____
Phone #	Email Address	
_____	_____	_____
#2 Name (Last)	(First)	Title / Relation
(_____) _____	_____	_____
Phone #	Email Address	
_____	_____	_____
#3 Name (Last)	(First)	Title / Relation
(_____) _____	_____	_____
Phone #	Email Address	

ADDITIONAL INFORMATION (please attach a separate sheet if necessary)

Have you held an internship in the past? Yes No

Would you be able / willing to relocate in order to hold an internship position? Yes No

What are your educational goals? _____

What are your professional goals? _____

PERSONAL STATEMENT

Please attach a typed statement of no more than 400 words. Consider the following areas and questions: Provide an autobiographical statement (tell us some things about yourself). Why you are interested in a CDCR internship? What do you feel you can contribute? What are you hoping to gain from this experience? Describe your personal, professional, and research interests and experience.

APPLICATION MATERIALS

Applicants must submit all of the following in order to be considered for an internship:

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- Transcript (copy)
- Résumé

Signature of Applicant _____ Today's Date _____

OFFICE USE ONLY:

DATE RCVD: _____ DATE A or D: _____ AREA: _____ CONTACT: _____