Program Details:
First-year undergraduate students have the opportunity to gain valuable professional experience with SUNY New Paltz alumni in on-campus departments during the spring 2018 semester. There are many First-Year Internships to choose from in a wide range of on-campus offices, departments, and centers. Each one offers a substantive project with explicit learning and skill-development goals along with guidance and support from a dedicated staff or faculty member who is an alumnus or alumna of SUNY New Paltz.

First-Year Interns work 5 hours per week for 8-10 weeks during the spring semester to complete a minimum of 40 hours. While the work is unpaid and not credit-bearing (volunteer), the experience that students gain can be instrumental in making career-related decisions, securing future internships, and building strong connections to the greater New Paltz community.

Application:
- This is a competitive process and participants will be selected through an application and interview process. Candidates may be contacted in November to set up an interview.
- **Deadline to apply:** Tuesday, October 31, 2017 by 4 p.m.
- Please return applications to the Career Resource Center, HUM 105.

Application materials required: (Incomplete or late applications will not be considered.)
- ☐ application form (attached on page 2)
- ☐ responses to application questions (see page 3)
- ☐ internship contract (see page 4)
- ☐ Volunteer Confidentiality and Non-Disclosure Agreement (see page 5)
- ☐ copy of your unofficial transcript to verify class standing; available at my.newpaltz.edu
- ☐ resume outlining previous work, volunteer, internship, summer job, and leadership experience
  *We strongly recommend that you have your resume reviewed by the Career Resource Center during drop-in hours: T,W,Th 1:30-4:30 or F 10-Noon.
- ☐ name, company, job title, and contact phone number for one reference (teacher, employer, or supervisor)

Program Eligibility:
- First-year undergraduate student at SUNY New Paltz (non-transfer/Class of 2021)
- Ability to participate in interview(s) in mid-November
- Ability to commit to interning 5 hours/ week, February through April (8-10 weeks)
- Motivated to learn outside of the classroom, to explore career options, and to build relationships

Sponsored by:
The Career Resource Center     HUM 105     845-257-3265     newpaltz.edu/careers
First-Year Internship Program
Application Form

Name ________________________________________________

Preferred Name ________________________________________

Preferred Pronouns ______________________________________

New Paltz ID# N0_______________________________________

Local Address ____________________________________________

Phone Number ____________________________________________

Preferred Email ___________________________________________

Major ____________________________________________________

Internship Site Preferences (please select 4 - there is no order of preference)
Descriptions are available online at http://www.newpaltz.edu/careers/firstyearinternship.html

# ___________ Title ___________________________________________

# ___________ Title ___________________________________________

# ___________ Title ___________________________________________

# ___________ Title ___________________________________________

# ___________ Title ___________________________________________

Special needs or accommodations (disabilities, physical limitations, allergies, etc.)

__________________________________________________________

Emergency Contact Information

Name ______________________________________________________

Relationship ______________________ Phone ______________________

First-Year Internship Program
Application Questions

On a separate sheet of paper, please answer the following questions *in detail* and hand them in with your application. Please type all of your answers.

1. What motivated you to apply for the SUNY New Paltz First-Year Internship Program?
2. What do you hope to gain from this experience?
3. What skills and experience can you contribute to this program?
4. What are some challenges you might face during this experience?
5. Please describe what kind of groups/teams you are/have been a part of and your role in those.
6. Individually describe your interest in each of the internships you selected on page 2.
First-Year Internship Program
Internship Contract

This document must be read, understood, and signed by the prospective student intern. The student is encouraged to ask questions about the requirements listed below before signing.

I, the undersigned, agree to the following commitments:

**Spring 2018**

**I agree** to attend a First-Year Internship Program orientation meeting to be held in early February 2018. (Date and time will be announced if selected)

**I agree** to conform to the regulations and policies of the office or department on the SUNY New Paltz campus in which I am interning.

**I agree** to attend my assigned internship regularly and on time. I will notify my internship supervisor on days that I will be absent due to illness or emergency.

**I agree** to self-learning and self-improvement. I will ask questions, seek information, and be open to supervision and constructive criticism.

**I agree** to follow the rules and regulations of the program. I will also complete a skills survey at the beginning and end of my experience as well as a final evaluation about the experience. The internship coordinator in the Career Resource Center will ask my supervisor to also provide a final evaluation.

**I agree** to complete a reflection poster about my experience, complete and hand in my timesheet, and attend the year-end reception for interns and supervisors to be held on May 9, 2018.

Upon completion of the program (40+ hours), participants will be able to add the experience to their Co-Curricular Transcript.

**Fall 2018**

**I agree** to participate in an internship poster session to present my experience in Fall 2018. (Guidance about this event will be given by the Career Resource Center)

By signing this agreement, I am verifying that I understand the stipulations above, and agree to allow the Career Resource Center and the Office of Alumni Relations to publicize my name and photo as part of future promotions of this program.

______________________________________________
Student Signature

_______________________
Date
First-Year Internship Program
Volunteer Confidentiality and Non-Disclosure Agreement

I, ______________________________________ understand that as a volunteer at the State University of New York at New Paltz, I may become privy to confidential information as defined by state and federal law, such as personal identifying information (full legal names, social security numbers, birthdates, home addresses, and the like), student educational records (FERPA), employment records, medical records, and/or other proprietary or trade secrets of the University and departments.

I understand the importance of maintaining the confidentiality of all documents, records, conversations, emails, voicemails and other communications about any University matters, including those that involve personal identifying information.

I understand that I shall not disclose any confidential matters to anyone, including other students, volunteers and employees, except my supervisor, unless disclosure is part of my volunteer duties and I have received specific instruction on disclosure.

I agree to abide by all federal and state confidentiality laws, including, but not limited those that maintain the confidentiality of student matters, personnel matters and legal matters.

I understand that if I breach confidentiality, my volunteer status may be terminated.

I understand that if I breach confidentiality, I may be responsible for indemnifying and holding harmless the State University of New York at New Paltz for the any damages resulting from the breach.

Volunteer Signature: _______________________________

Name (Printed): _________________________________

Dated: _________________________________