



## APAPA

### Asian Pacific Islander American Public Affairs Association Community Education Foundation (APAPA-CEF)

Non-profit organization 501(C)-3 Tax ID No. 55-0849384

*Empowerment of Asian and Pacific Islander Americans*

### **Texas Capitol Summer Internship Program**

**Application Deadline: March 1, 2017**

APAPA-ATC Capitol Summer Internship Program in Austin is designed to prepare college students to become future leaders in the State of TX. This program provides an opportunity for students to develop their leadership skills, gain public policy experience and become civically engaged.

The internship program will develop:

- Political awareness and civic engagement
- Understanding of government and legislative processes
- Professional and leadership qualities
- Networking & Team work skills with other fellow interns

#### **Eligibility**

The program is open to all Texas resident undergraduate and graduate college students.

#### **Selection Criteria**

Applicants will be selected on the basis of:

Demonstrated leadership & Community Service

Interpersonal skills, Written and verbal communication skills

#### **Program length and stipend**

Orientation & Training will be held last week of May, 2017.

The six-week program runs from June, 2017 through August, 2017.

Interns will receive a stipend in the amount of \$750 for successful completion of the program.

**Students are responsible for their own housing, transportation and insurance.**

#### **Requirements**

Attend APAPA-ATC's Voter & Election project in Austin.

Work six weeks' minimum in your assigned office.

The hours are flexible depending on the placement office.

Be available to attend any workshops. Workshops include leadership training, public speaking, voter's registration, personal finance, project assignments and guest speakers.

Complete 20 volunteer hours for APAPA Austin TX Chapter.

#### **Deadline**

Application materials are due by March 1, 2017



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### APAPA Internship Application

- ◆ Please complete this form and prepare a Personal Statement. When completed, please email the documents and your **latest Official Transcript** by **March 1, 2017** to: [Aliceyi@apapa.org](mailto:Aliceyi@apapa.org) / [Victoriali@apapa.org](mailto:Victoriali@apapa.org).

#### ◆ GENERAL INFORMATION

Name: Last First Middle initial

Gender: ☐ Female ☐ Male Date of Birth: / / Place of Birth:   
Month Day Year

Driver's license (State, #) \_\_\_\_\_

Citizenship status: ☐ U.S. citizen ☐ Permanent resident

Current Address: \_\_\_\_\_   
Street City State/ZIP

Current Phone: ( ) Effective until: / /   
Month Day Year

Alternate contact # : ( ) \_\_\_\_\_   
(I.e. cell phone, voice mail, pager, work, etc.)

Personal Email Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_   
Street City State/ZIP

Permanent Phone: ( ) Fax (if available): \_\_\_\_\_

#### ◆ EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_   
Street City State/Zip

Home phone: ( ) Work phone: ( )



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### ♦ EDUCATIONAL BACKGROUND

College name: \_\_\_\_\_ Location: \_\_\_\_\_  
City State

Degree seeking: \_\_\_\_\_ Major/minor: \_\_\_\_\_

Current class year: \_\_\_\_\_ Overall GPA: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

### ♦ PERSONAL STATEMENT

Please write a statement addressing the following. The statement must not be longer than 2 pages in length.

- *Your Asian Pacific Islander background*
- *Community and public service involvement*
- *Academic and Career goals*
- *Future plan in public service and/or politics and government involvement*

### ♦ STUDENT CERTIFICATION

- I understand that I hold APAPA, APAPA-ATC, their boards and members, and employees harmless from any and all liability or claims which may arise out of, or occur, in connection with my participation in this program.
- I understand that this application, plus all accompanying documents, become the property of APAPA and will be shown to potential supervisors of my internship.
- I certify that the information I submitted on this application is accurate to the best of my knowledge. I also understand that I will be liable for all costs that APAPA may incur as the result of any misrepresentation, omission, or willful inaccuracy that I include on this application.
- During my internship, I understand that I am responsible for any and all travel, housing, living and medical expenses that may be incurred. I am responsible either personally or through my insurance coverage.
- I also understand that APAPA and APAPA-ATC are not responsible for the theft of or damage to, my personal property.
- If selected, I promise to complete all program requirements in the office I am assigned to and submit a final journal reflecting my internship experience.

\_\_\_\_\_  
Name of applicant (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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#### ✓ APPLICATION CHECKLIST



**Please make a copy of the complete application for your records. Please include the following items:**

- Signed Application form
- Your resume
- Original, official transcript
- Your personal statement
- Full color portrait (head shot) 2 inches' square. The photos will not be provided to the Internship Selection Committee or used as a basis for selecting the interns. Your photo will be used strictly for the program book and publicity purposes.
- One short paragraph biography. You can share about your major, career goals, hobbies, etc.
- Email all materials, including transcript to: [alicevi@apapa.org](mailto:alicevi@apapa.org) 、 [victoriali@apapa.org](mailto:victoriali@apapa.org)

**Deadline: Application and materials must be send in by March 1, 2017. An incomplete application will not be considered.**

APAPA ATC strives to effectively promote the internship program. Please let us know how you heard about our program by checking one of the following.

- College/University
- APAPA website
- Press Release
- Newspaper
- Name of newspaper: \_\_\_\_\_
- Relative/Friend
- Community Organization
- Name of organization: \_\_\_\_\_
- Other: \_\_\_\_\_

Thank you for your interest in the APAPA ATC Internship Program. If you have any questions, please contact Alice Yi [alicevi@apapa.org](mailto:alicevi@apapa.org) or [victoriali@apapa.org](mailto:victoriali@apapa.org) .



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