

# Higher Education Consortium for Urban Affairs TWIN CITIES INTERNSHIP PROGRAM 2004- 2005

(Fall Deadline: August 4<sup>th</sup>, 2004; Spring Deadline: January 3<sup>rd</sup>, 2005)

**Organization Name:** \_\_\_\_\_

**Internship Supervisor:** \_\_\_\_\_

**Supervisor's Position:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Web Site:** \_\_\_\_\_

- Which program is your organization interested in receiving an intern from?  
\_\_\_\_\_ Environmental Sustainability (Fall 2004)  
\_\_\_\_\_ Metro Urban Studies Term (Fall 2004 and/ or Spring Semester 2005)  
\_\_\_\_\_ City Arts (Spring Semester 2005)
- Describe the mission, purpose, and programs of your organization?

**One of the criteria for a HECUA internship is that the internship lends itself to the curriculum. This is to ensure that the student's internship is integrated into the overall program.**

- *If applying for an Environmental Sustainability intern...*How do you see the internship connecting with the program curriculum on science, public policy and social change?
- *If applying for a MUST intern...*How do you see the internship connecting with the program curriculum on poverty, inequality, and social change?
- *If applying for a City Arts intern...*How do you see the internship connecting with the program curriculum on art, culture and social change?

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**HECUA is intentional about placing students at “learning organizations”. A learning organization is an organization that is proactive and responsive to learning, facilitates opportunities for the student to play an integral role (ex. involvement at staff meetings, creation and work on a substantial project), and provides mentoring and supervision to students.**

- Briefly describe the tasks, projects and work that an intern might be responsible for, as well as any special learning opportunities or training that you will provide for the intern. (Feel free to attach a job description.)
  
  
  
  
  
  
  
  
  
  
- What specific skills or experience will the intern need or would be helpful to the internship? (Language, design, writing, research, etc.)
  
  
  
  
  
  
  
  
  
  
- Who will supervise the student? Describe the training and supervision that will be provided.
  
  
  
  
  
  
  
  
  
  
- Have you had a previous HECUA intern?
- Are you interested in more than one intern? If yes, how many?
- Is the internship paid? Do you have work-study funds?

**Please send or fax to:**

**Martha Malinski, Internship Director  
2233 University Avenue West, Suite 210  
St. Paul, MN 55114**

**Phone: 651-287-3313 Fax: 651-659-9421  
Email: mmalinski@hecua.org**