**Application**

**GES 4980 Professional Experience II-Internship Office of Sustainability**

***Contact Information***

|  |  |
| --- | --- |
| NAME  |  |
| STREET ADDRESS |  |
| CITY, ST ZIP-CODE |  |
| CELL PHONE  |  |
| EMAIL ADDRESS |  |

***What year are you?***

\_\_\_Freshman \_\_\_Sophomore \_\_\_Junior \_\_\_Senior

***Are you pursuing the Sustainable Development Minor****?* \_\_\_\_ Yes \_\_\_\_No

***Availability*** *– (PLEASE CIRCLE WHAT TIMES YOU ARE GENERALLY AVAILABLE*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| 8:00AM-11:00AM | 8:00AM-11:00AM | 8:00AM-11:00AM | 8:00AM-11:00AM | 8:00AM-11:00AM |
| 11:00AM-1:30PM | 11:00AM-1:30PM | 11:00AM-1:30PM | 11:00AM-1:30PM | 11:00AM-1:30PM |
| 1:30PM-4:00PM | 1:30PM-4:00PM | 1:30PM-4:00PM | 1:30PM-4:00PM | 1:30PM-4:00PM |
| 4:00PM-7:00PM | 4:00PM-7:00PM | 4:00PM-7:00PM | 4:00PM-7:00PM | 4:00PM-7:00PM |

***Please indicate the areas of sustainability in which you are most interested:***

\_\_ recycling /waste reduction \_\_renewable energy \_\_local/organic/natural food

\_\_ carbon emissions reduction \_\_outdoor living \_\_climate education

\_\_ energy conservation \_\_fair trade \_\_alternative transportation

\_\_water conservation/quality \_\_social justice \_\_\_ Green/LEED building

\_\_\_\_ Please write your other areas of interest here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Why would you like to do an internship with the Office of Sustainability?***

***What do you consider to be your strengths?***

***What faculty member from GES will be sponsoring you?***

Intern Information

As an intern, you are an important member of our staff and act as a representative of our organization to the community at large. For a better understanding of what you can expect as an intern and what is expected of you by our organization, we ask you to read and **sign** the following:

**The organization will provide for you:**

* Beneficial and life-enriching experiences
* Resources to make a difference on campus and in the community
* College credit, resume items, references and letters of recommendation for high performance
* Sustainability orientations and general training sessions
* Opportunities for networking with professions in different fields of sustainability and social interaction with other office members.
* Education in sustainability issues, projects, campaigns, and get to operate behind the scenes.

**The organization asks that you:**

* Commit to projects/events/activities that are within your abilities, interests, and time availability.
* Attend a scheduled orientation, training classes, and tour of the organization.
* Read the Sustainability Newsletter and other forms of communication, provide feedback when possible, and reply to questions/requests in a timely manner.
* Notify the organization beforehand if you will be absent or if you have arranged a substitute.
* Conduct yourself in an appropriate and ethical manner at all times when representing the Office of Sustainability.
* Have fun and agree to ask questions if needed. Remember we are here for you!

By my signature I declare that I have read, understand, and agree with all parts of the intern form and will strive to fulfill all parts therein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Date