

NATIONAL MIGRANT SEASONAL HEAD START ASSOCIATION



2012 SUMMER INTERNSHIP IN WASHINGTON DC

(APPLICANTS MUST BE A FORMER MIGRANT/SEASONAL HEAD START STUDENT)

PROVEN POTENTIAL/PROVIDING THE PATH

NMSHSA wishes to thank the following sponsors for the 2012 Internship Class:

NMSHSA Board of Directors

National Education Systems (Lupe Garza, San Antonio, Texas -www.shopnes.com)

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**APPLICATION DEADLINE IS MAY 18, 2012 – EMAIL TO INFO@NMSHSAONLINE.ORG (PREFERRED) OR POSTMARKED.
FINALIST WILL BE NOTIFIED BY MONDAY, MAY 28, 2012**

***National Migrant Seasonal Head Start Association Summer Internship Program
Proven Potential/Providing the Path***

Purpose

The National Migrant and Seasonal Head Start Association (NMSHSA) is pleased to offer an exciting seven (7) week internship program, in Washington DC, to former Migrant/Seasonal Head Start students. Through this internship, we hope to ignite passion for advocacy and help interns determine their professional and life goals, refine their interests and cultivate professional passion. This internship includes a stipend, housing, and work placement in the Washington, DC area, our Nation's Capital. Interns will split their time between working on NMSHSA projects and another agencies focusing on various issues facing migrant children and their families. Specific topics can vary from health issues, immigration law, dangers of children in the fields and may include project development to agency capacity building.

Migrant students who are currently in college will be exposed to the challenges and intricacies of various Washington DC organizations, federal agencies, Congress, and other non-profit organizations. Additionally, interns will refine their professionalism and strengthen their leadership skills that have the potential to ultimately promote future leaders into positions of success.

FOR THE CANDIDATE

Students will gain hands-on work experience, participate in weekly open-forums and networking lunches, and will receive professional development programming provided by NMSHSA and our partners.

This internship experience will help you gain real-world job skills while making an impact in the area to which you are assigned. Networking with professionals who have years of experience and expertise will give you a competitive advantage prior to entering the workforce, or advance studies. This unmatched experience will provide you with first-hand experiences and growth-opportunities in Washington DC. Prepare yourself to lead with a goal to succeed.

Participating in NMSHSA Internship Program will not only give you an opportunity to gain professional skills and advance your educational goals, but also to meet your peers from across the United States. Engaging with this experience will provide an instant "network," of other former Migrant Head Start students from across the country, potentially leading to life-long friendships.



Program Requirements - Interns MUST:

- Commit to work as dictated by internship site
- Be in good standing at their current institution of higher learning
- Work a minimum of 32 hours a week at their proposed internship site
- Participate in all NMSHSA Internship sponsored activities
- Attend one-week orientation/tour and weekly leadership forum sessions
- Agree to and comply with all policies regarding work performance and personal conduct

Selected participants will receive:

- Internship placement within various organizations in the DC area
- Generous stipend of \$3,000 for seven weeks
- Domestic round-trip transportation to Washington, DC
- Housing (All Expenses Covered)
- \$300.00 Arrival Allowance
- Training, on-going networking and professional development
- Work experience

Arrival Allowance/Stipend:

When interns arrive into DC, interns will be given an arrival allowance. This allowance is for intern to purchase the necessary items they may need for their internship (appropriate clothing, footwear, etc.). Additionally, interns will receive a weekly stipend each Friday. These weekly stipends will be the funds needed for your transportation costs, meals and entertainment.

Housing:

Interns will be placed, at no cost to the intern, with a host family in the Washington, DC area. Interns are expected to be a part of their local family as best they can. Host families agree to provide appropriate sleeping accommodations and some meals. Interns will be responsible for their personal expenses, their entertainment, local transportation expenses (Metro, bus) and their non-family meals.

Transportation:

The NMSHSA will provide round-trip transportation for each selected intern. Each intern will work with NMSHSA Internship Coordinator to determine specific details of travel that best meet the needs of the intern. Local transportation (Metro, bus) will be the responsibility of the intern. Internship Coordinator or host family will assist intern on how to navigate the local transportation system.

After an extensive orientation and touring, interns will be assigned to their appropriate placement. Efforts will be made to make a placement that is of interest to each intern and their field of study and programming. Intern duties will vary with internship site, with no two experiences being alike.

Orientation and Tours:

After arrival and housing placement, students will be taken on a tour of Washington, DC to explore the many exciting sites of our Nation's Capital. Students will also participate in the 4th Annual NMSHSA Public Policy Forum here in Washington, DC.

Forums:

Interns will be required to work at their site Monday through Thursday with Fridays set aside for weekly intern forums and discussions. Interns will meet with the Intern Program Director and Site Managers to discuss challenges and learning opportunities, with additional coaching and technical assistance provided as necessary. These sessions are being designed to create a forum for interns to share and exchange ideas with their cohort peers and national leaders. Activities with other intern groups may be provided to offer opportunities for peer-to-peer learning and opened ended dialogue on issues of mutual interest.

Eligibility Criteria:

Applicants must be a former migrant or seasonal Head Start student (if you are uncertain the program you attended, you are encouraged to call or email to determine eligibility. We will be happy to assist you):

- Students currently enrolled in a college or university and working towards their undergraduate or graduate degree
- 36 hours of completed college work/credit hours
- 2-3 letters of recommendation/support
- Strong/promising academic achievement
- Demonstrated analytical and critical thinking skills
- Participation in public, school and/or community activities
- Leadership potential

Code of Conduct:

Interns will be expected to adhere to a very specific code of conduct (attached). Any breach of the Code of Conduct may result in immediate termination of internship. Every effort will be made to offer this experience to those students who demonstrate maturity, responsibility and common sense. There is a ZERO tolerance policy for any violation of the Code of Conduct.

Dates of Internship: June 22nd - August 4th, 2012

Intern's arrival: On or about June 22, 2012

Intern's departure: On or about August 4, 2012

Application:

Application should be completely filled out. If you need additional space to respond please attach extra documents to your electronic file or hard copies. Please make sure all your documents have your first and last name. Please feel free to contact our office with any questions you may have about the application.

Letters of Recommendation:

Applicants are required to have 2-3 letters of recommendation. These letters can be written by current or former employers, professors, teachers, coaches, youth counselors, or other non-related adults in your life. This is one of the most important aspects of the application process. Please be mindful of those you select to write your letters. They should know you and your work well. Give each writer the attached (Letters of Recommendation) form for them to write and submit to the Selection Committee. It is **YOUR** responsibility to follow up and make sure each writer submits the letter by the deadline!!!

Selection Process:

Although we expect the selection process to be competitive, we are evaluating individual applications on their potential and encourage ALL eligible students to apply. The NMSHSA Screening Committee will process applications and identify all applicants who fulfill the eligibility criteria. Applications will be reviewed by the Selection Committee composed of representatives from migrant and seasonal farmworker organizations. The committee will be seeking those students who can demonstrate potential, through their work and life experiences, leadership capacity and commitment to education. Letters of recommendations and academic progress are of great importance. Keep in mind the slogan: ***Proven Potential: Providing the Path***. Selected participants may be considered for a phone interview. Finalists will be notified and all arrangements will be discussed, determined and customized.

Manual/Preliminary Homework:

Once selected, the Intern will receive a binder that includes Program Guidelines and background information on US Government, the NMSHSA, and relevant information regarding internship experience. Interns are required to read binder in its entirety and be familiar with contents for future discussion.



National Migrant Seasonal Head Start Association Summer Internship Program
Proven Potential/Providing the Path
Application

General Questions:

First name: _____ Middle: _____ Last: _____

Current Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ email: _____

Permanent Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

In case of an emergency contact (please provide 2):

Name: _____

Phone: _____ Relation: _____

Name: _____

Phone: _____ Relation: _____

What is the name of the migrant/seasonal head start program you attended:

Program name: _____

City: _____

Contact: _____ Phone: _____

Dates: _____

4. Who is a leader (dead or alive) that you most admire and why?

5. In 75 words or less, please tell me something unique about you?

6. What would you like to learn from an internship experience?

7. How did you hear about this internship experience?

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. If this application leads to acceptance into the internship program, I understand that false or misleading information in my application may result in my release.

Signature: _____ Date: _____



2012 National Migrant Seasonal Head Start Association
2012 Summer Internship – Washington, DC
Letter of Recommendation

Congratulations, you have been selected to provide a letter of recommendation for a student who is applying to the National Migrant Seasonal Head Start Association's 2012 Summer Internship Program in Washington, DC. A part of the selection process includes letters of recommendation from the student's employers, coaches, instructors or other unrelated individuals. Please be aware that you will be providing the Selection Committee their only insights to the personality and potential success of their participation in the Internship.

The following criteria will help as the Selection Committee evaluates all the applicants:

1. Begin the letter by stating the nature and length of your relationship with this student. If the student has completed work under your direction (academic or otherwise), this should be noted, as should any contact outside of the classroom you have had with the student.
2. If an employer/coach/other, describe and evaluate the student's work ethic, her/his capacity for problem-solving, and overall potential for success.
3. If a current or former academic instructor, describe and evaluate the student's academic work, especially writing assignments and projects. What is the quality or significance of her/his work, and what does it indicate about the student's future and more importantly, their potential?
4. Describe the student's personality, disposition, and work ethic.
5. The slogan of the internship is "Proven Potential/Providing the Path", describe how this student compares to this slogan.
6. Any other pertinent information you feel the committee could use to help gain a comprehensive understanding of the student.
7. Please limit the letter to two typed pages.

Letters can be mailed or emailed (preferred). The deadline for submitting the letters of recommendation is Friday, May 18, 2012 at 5 pm PST. Emailed letters can be emailed to info@nmshsaonline.org.

If mailed, they must be post-marked on May 18, 2012.

Letters can be mailed to: Cleo Rodriguez, Jr., Executive Director
National Migrant Seasonal Head Start Association
1726 M Street NW
Suite 602
Washington, DC 20036
202-223-9889
info@nmshsaonline.org

Please feel free to call or email Mr. Rodriguez with any questions or thoughts.

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CODE OF CONDUCT FOR NATIONAL MIGRANT SEASONAL HEAD START ASSOCIATION SUMMER INTERNSHIP PROGRAM

The National Migrant Seasonal Head Start Association (NMSHSA) holds students responsible for knowing the expectations set forth in this document. These expectations exist to facilitate the educational/learning process and to ensure a safe, fair, and successful experience for all students.

Introduction

Students who participate in the NMSHSA Internship Program are representatives of NMSHSA for the duration of their time in the program. Students are expected to conduct themselves appropriately and respectfully, and will abide by the expectations/rules set forth by the NMSHSA, the Program Director, the on-site program supervisor, and their housing hosts. Any student who engages in disrespectful, hostile, or violent behavior that threatens one's self, another person, or the program will be subject to immediate disciplinary action and may be dismissed from the program, and sent home.

Professionalism

Students are expected to act in a professional and ethical manner during the duration of their internship. This includes, but is not limited to:

- Showing up on time for work, meetings, work events, etc.
- Informing the internship supervisor in advance if one is unable to show up work, meetings, work events, etc. on time
- Using appropriate language while at the internship
- Dressing appropriately while at the internship
- Treating co-workers and co-participants with respect
- Adhering to the internship site policies and guidelines

Appropriate Actions

Students participating in a NMSHSA Internship Program are expected to take responsibility for their own actions and will be held accountable for such by the NMSHSA Program Director. Students are expected to abide by the Internship Program Code of Conduct/expectations, the laws and customs that govern the host city/state where they are interning, and the policies of the internship host site.

The following are prohibited:

- Violence against others. This is defined as striking or doing any physical harm to another.
- Verbal abuse of individuals at the internship host site, others in association with the Internship Program.
- Theft, damage, or vandalism to NMSHSA property, property of internship hosts, or of fellow students.
- Disorderly, disruptive, threatening, or intimidating conduct, gestures or actions.
- Criminal behavior or violation of local laws.
- Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting dangerous places, associating with criminals, intoxication, etc.

I have read and understand the above Code of Conduct/Expectations. I understand ANY violation of these expectations may result in my immediate removal from the program.

Student Signature

Date