



200 Pine Street, Suite 600 ♦ San Francisco, CA 94104 ♦ www.ehss.org

## 2008 Career Exploration Program (CEP)

### Internship Site Application

Monday, June 23 through Friday, August 8

Organization: \_\_\_\_\_ Career Area: \_\_\_\_\_

Please check if you are a community-based organization:

Have you hosted interns through us before?  Yes  No If so, when? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Internship supervisor name if different: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

What is the most effective form of communication with the intern supervisor? \_\_\_\_\_

Desired number of interns: \_\_\_\_ Desired internship position(s): Full-time \_\_\_\_ Part-time \_\_\_\_  
(30 hrs/week) (15 hrs/week)

**Descriptions of Internship Site:** *Please attach your organization's brochure.*

**Description of specific department if applicable:**

**Intern responsibilities:** *Please attach an internship job description. Some duties may be clerical, but **must** include hands-on exposure to the career field, such as special projects, staff shadowing, etc. Please read the suggested tasks and activities sheet before completing this section.*

**Intern will gain the following skills:**

**Intern's preferred qualifications:**

### **Internship Supervisor Roles**

- Provide guidance for student in setting and attaining internship goals
- Structuring meaningful tasks and responsibilities to promote skill development and career exploration
- Ensure that students meet their internship requirement of 105 hours (part time) or 210 hours (full time)
- Sign time sheets and provide guidance for student's final project
- Submit a student evaluation at the end of the internship

### **EHSS Roles**

- Screen internship candidates
- Provide orientation and training to interns concerning workplace skill requirements and expectations
- Provide intern with educational workshops concerning professional development
- Provide on-going support to internship site and their intern to address any needs and/or concerns
- Select an advisor who will closely follow up with internship requirements serving as a liaison between the intern and the host organization

*I understand the role of the internship site hosting a student intern and agree that all participants are entitled to training benefits without discrimination on the basis of race, ethnicity, national origin, language, creed, gender, sexual orientation, marital status, pregnancy, or age.*

\_\_\_\_\_  
**Signature of Intern Supervisor**

\_\_\_\_\_  
**Date**

**Please send the completed and signed application with your  
Business Brochure and Internship Job Description to:  
Erica Smulever, Career Exploration Programs Manager  
200 Pine Street, Suite 600  
San Francisco, CA 94104  
(415) 392-7600 ext. 315  
FAX (415) 392-7611  
ericas@ehss.org**

*Applications are accepted on a rolling basis until March 2008.  
A preliminary site visit by the CEP Manager is required of new applicants.*