

## Leadership Lorain County Internship Application Summer 2021

### Student Eligibility Criteria:

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**Residency:** Only applicants who maintain primary residence within Lorain County are eligible.

**Graduation:** High School Diploma

**College/University Enrollment:** Currently enrolled in an accredited college or university and having completed at least one year of college course work (entering your sophomore year), or graduated and enrolled in an advanced degree program.

\*\*All applicants must be 18 + years old.

### Intern Responsibilities before and during the program:

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- Completion of the formal application form.
- Completion of an initial screening interview with the Internship Coordinator.
  - \*Professional dress required.
- Completion of at least two interviews with an agency intern site supervisor.
  - \*Professional dress required.
- Completion of the 10-week (up to 400 hour) internship experience.
  - ~ Intern is expected to work the same hours as his/her sponsoring agency.
  - ~ Any overtime, travel expenses, or holiday time is handled by the agency and may be paid or handled as "comp time".
- Mandatory attendance at Intern Orientation - May 28th, 2021
- Mandatory attendance at the 10 weekly intern meetings sponsored by LLC. The intern meetings provide an opportunity to learn more about Lorain County, gain leadership skills, and meet local leaders. Meetings and locations will be announced no later than Orientation. (Note that most meetings will take place during the work day. There will be at least one exception, where the weekly meeting will take place in the evening.)
- Students must have access to a car or other ways of reliable transportation.
- Interns must submit 10 weekly progress reports and time sheets to the Senior Intern in a timely manner.
- Interns must participate in the Internship Program's public service project.
- Interns are required to take part in the LLCIP evaluation process.
- Interns must attend the Recognition Celebration on Wednesday, August 4th, 2021.
- Vacations are highly discouraged. If you plan to be absent at any time throughout the program the dates must be submitted, in writing, in advance and agreed upon by both your site supervisor and the internship coordinator, understanding that any loss of hours may result in loss of pay.
- Your Intern site and/or LLC may require preliminary or random drug testing throughout the program.
- The 10-week internships must be completed between May 29th to August 6th 2021 (pending program needs of host site).

## Section One: Background Information

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### Personal Information:

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

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

E-mail: (Please list accounts that you will be able to check now and weekly throughout the summer)

• \_\_\_\_\_

• \_\_\_\_\_

Permanent Lorain County Address: \_\_\_\_\_

Permanent Telephone: \_\_\_\_\_

Best way to contact you: PHONE  TEXT  EMAIL

Are you a Lorain County Resident? YES  NO

**IF YOU ANSWERED NO, DO NOT CONTINUE.  
ONLY LORAIN COUNTY RESIDENTS ARE ELIGIBLE.**

Have you ever had a felony conviction? YES  NO

### Educational Institutions:

Name of High School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Current College/University: \_\_\_\_\_

Expected Degree/Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Will you be receiving college credit for this internship? YES  NO

GPA: \_\_\_\_\_ on a scale of: \_\_\_\_\_

If in an advanced degree program, what school did you attend as an undergraduate:

\_\_\_\_\_

GPA: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Allergies: \_\_\_\_\_

\_\_\_\_\_

How did you hear about the Leadership Lorain County Internship Program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list other internships you have completed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Section Two: Personal Assessment

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### Personal Essay

Please attach a double spaced essay of 500 words or less explaining your particular skills and interests in applying for an internship specific or not specific to your major.

### Volunteer Experience

Please list all volunteer positions you have held (High School - Current):  
(You may attach a separate list if needed)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Section Three: Additional Requirements

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### Up-to-date resume

Please attach an up-to-date copy of your resume

### Two (2) letters of recommendation.

Please attach two (2) letters of recommendation from non-family members. You may use teachers, club advisors, supervisors or volunteer coordinators.

## Please Contact LLC for Application Acceptance Time-line

**No incomplete application will be considered. You must submit all three sections by the deadline to be eligible.**

Applications may be emailed to: [marketing@leadershiploraincounty.com](mailto:marketing@leadershiploraincounty.com)

Or download the application and send it to:

Attention Jennifer Gercak  
Leadership Lorain County  
1202 East Broad Street  
Elyria, OH 44035