OFFICE OF SUSTAINABILITY SUMMER 2019 INTERNSHIP APPLICATION (Garden Apprentice Program Co-Leads & Zero Waste Support Internships ONLY)

Hi! Thank you for your interest in applying for the College of Charleston's Office of Sustainability Internship Program. If you have any questions, call Dr. Ashley Lavender (843-953-4986), the Office's Intern and Student Coordinator, or email Ms. Bianca LaPaz, Assistant Internship Coordinator, at lapazbi@cofc.edu.

Before applying, please carefully read the information captured below.

We STRONGLY recommend you look at the Office of Sustainability's website (sustainability.cofc.edu) to learn more about various projects, programs, and position openings. For information pertaining to specific positions, refer to the position descriptions posted to the Office of Sustainability's website. Please note, the Office will not be offering academic credit for these positions due to the Summer 2019 Program's accelerated format.

The Office of Sustainability is open Monday-Thursday 9:00 AM - 4:30 PM and Fridays 9:00 AM - 3:00 PM.

CORE INTERNSHIP REQUIREMENTS:

* Commit minimum of 8 hrs/wk to Internship (includes ALL Internship requirements, as outlined below)^
  --> Note: Some positions require a higher hour per week commitment. Maximum # hours permitted: 25 hrs/week.
* Attend weekly office meetings (Tuesdays, 3:00-5:00 PM)
* Volunteer for events outside assigned project/program (total of at least 4 hours); examples include:
  --> Campus Events hosted by: Office of Sustainability (OoS), Sustainability Literacy Institute (SLI), etc.
  --> Community Workdays hosted by: We Are Family Closet Case Thrift Store, Fresh Future Farm, etc.
  --> Community Events hosted by: Charleston Green Drinks, Tri-County Food Alliance Meetings, etc.
* Participate in 1 OoS-sponsored field trip
* Attend mandatory training sessions:
  --> Office of Sustainability Event Planning Training (date TBA)
  --> Safe Zone Training (date TBA)
* Meet with Staff Advisor every other week (semi-monthly)
  --> Maintain project journal on a weekly basis
  --> Set Internship goals and monitor progress, including submitting weekly update to Advisor
  --> Submit timesheets on a semimonthly basis
  --> Complete two self-assessments, a project timeline, internship goal sheet, an internship checklist, and an exit survey
* Respond promptly to Office-related communications (within 48-hr window)

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IMPORTANT DATES:

* Core Internship Dates: 6/10/19 - 7/12/19 (5 weeks)
* Office of Sustainability Closure: 7/4/19 - 7/7/19 (Fourth of July Weekend)
* Application Due: Wednesday, May 1st (including cover letter and CV/resume)**
* Interview Notification Date: Thursday, May 2nd
* Interviews: Monday, May 6th (AM)

Note: Select positions are eligible for academic credit and/or compensation.

* Required

1. Email address *

2. First and Last name *

3. Phone Number *

4. What is your gender? (This information is for the purpose of using the correct pronouns in Office communications and during the interview. This information will not be used as a deciding factor when evaluating internship candidates.) *
   
   Mark only one oval.

   □ Male
   □ Female
   □ Non-binary

5. Are you a current CofC student? *
   
   Mark only one oval.

   □ Yes
   □ No

6. CofC CWID *

7. If you answered "No," above, what is the name of your institution?
8. Birthday (MM/DD/YYYY) (so we know when to celebrate!) *

9. What semester and year do you expect to graduate? *

10. What is your major/minor? *

General Understanding of Sustainability
These questions are meant to gauge your fundamental understanding of sustainability. Please answer thoughtfully and to the best of your ability.

11. What coursework have you taken related to sustainability? Please include the FULL title of the course. *

12. Define what sustainability means to you in 200 words or less. *

13. What is one of your bucket list goals (i.e., when you look back on your life, what is one thing you hope to have accomplished)? *
14. Describe a time where you self-started a project. What were some lessons you learned? *


15. Did you attend any Sustainability Week 2019 events? If so, please list them, and describe any general takeaways you had.


Professional Development & Availability
16. Select 3 skills you would like to develop over the course of the internship. *

Check all that apply.

- Project organization and management
- True cost accounting (e.g., socially and environmentally responsible investing)
- Community engagement/Partnership building
- Media content creation (e.g., videos, photos, social media strategy/analysis, blog posts, and/or podcasts)
- Research experience
- Infrastructure and material systems management
- Events coordination
- Data collection and analysis
- Team building
- Campaign planning
- Time management
- Public speaking
- Curriculum and experiential learning development and execution
- Information synthesis
- Regenerative design/Systems analysis
- Do-It-Yourself (DIY)
- Materials management
- Other:

17. Weekly office meetings are mandatory. In the Summer, meetings will be held on Tuesdays 3:00-5:00 pm, starting on Tuesday, June 11th. Does this CONFLICT with your academic and/or work schedule(s)? *

Mark only one oval.

- Yes
- No
- Available 3-4 PM on Tuesdays

18. How many hours per week can you dedicate to an internship? *

Mark only one oval.

- 8-10
- 11-15
- 16-20
- 21-25
19. Are you available to intern outside the core Summer Program (before or after: 6/10/19-7/12/19)? *
   Mark only one oval.
   ☐ Yes
   ☐ No

20. List your weekly commitments (e.g., classes, other jobs, club meetings, volunteer work, hobbies, and special events). Include how many hours each requires. *
   
   
   
   

Supplemental Documents (Required)
In addition to this application, selection will be based on your relevant experience and how well you describe how your skills and interests align with the desired roles in your cover letter.

21. Please upload your cover letter. *
   Files submitted:

22. Please upload your current CV or resume. *
   Files submitted: