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**American Indian Higher Education Consortium & USDA Natural Resources Conservation Service**

**INTERNSHIP APPLICATION**

For students seeking careers in Agriculture and Natural Resource Sciences Related Disciplines

#### INTRODUCTION

Thank you for your interest in the American Indian Higher Education Consortium (AIHEC) and U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Student Internship Program. The internship program was established to strengthen the long-term partnership between NRCS and Tribal Colleges & Universities (TCUs) by increasing the number of students studying, graduating, and pursuing careers in natural resources, conservation, and other related fields of study.

Successful applicants will receive paid internship to the NRCS throughout their academic degree program. Upon successful completion of the degree requirements and the end of the agreement period, the scholar is eligible to apply for permanent appointment in service to NRCS.

The AIHEC/NRCS intern is required to:

* Be a U.S citizen.
* Have been admitted and enrolled as full-time student in a 1994 Land-Grant Tribal College or University.
* Have completed at least six semester credits hours of coursework (or equivalent if on a quarter system).
* Have demonstrated leadership and community service.
* Have submitted an official transcript with a school seal and/or the signature of an authorized school official.
* Submit an essay that is 500-800 words describing 1) What motivates you to consider a career in public service working for the U.S. Department of Agriculture. Include information about your educational and career goals and how this scholarship may assist you to achieve them; 2) How did you became interested in studying agriculture, and natural resource sciences or another related discipline in college; 3, How do you plan to use your knowledge and skills to serve your communities, short term and long term? and 4) How NRCS will benefit if you are selected for the AIHEC/NRCS Intern Program (immediately and in the long term).

**THIS IS A FILLABLE FORM. IF POSSIBLE, PLEASE COMPLETE FORM ON COMPUTER.**

**Affirmation of Candidacy and Authorization for Release Information:**

I, , understand that I am a candidate for the honor of AIHEC/NRCS Intern, have read the Privacy Act Advisory Statement, and affirm that I wish to be considered. In the event I am named an AIHEC/NRCS Intern, permission is hereby given for the release of materials submitted by me for the use of NRCS and AIHEC as deemed appropriate for purposes of the program. I further consent to the release of photographs which may be taken of me, by or for the NRCS and AIHEC, in connection with the program.

### Signature: Date:

## SECTION I: PERSONAL

Last Name: First Name: M.I.: Suffix: Preferred Name:

U.S. Citizen: Yes [ ] No [ ]

Telephone: Email Address:

## SECTION II: MAILING ADDRESS

Permanent Address:

City: State: Zip Code:

## SECTION III: EDUCATION

Name of College:

Location (City/State):

Currently Enrolled in College? Yes [ ] No [ ] If YES, Fill out information below

Major(s): Minor(s):

Advisor’s Name/Contact (if available):

#### Are you enrolled in an Associate’s Degree (2-Year) Program?

Yes [ ] If yes, please indicate field of study:

No [ ]

#### Are you enrolled in or planning to enroll in a Bachelor’s Degree Program?

Yes [ ] If yes, please indicate field of study:

No [ ]

#### Are you currently in an Associate’s Degree (2-Year) Program and planning to transfer to a Bachelor’s Degree Program?

Yes [ ] No [ ]

## SECTION IV: OTHER EDUCATION

**List from most to least recent any other college(s) attended in the last 4 years**

|  |  |  |
| --- | --- | --- |
| **Name of School** | **Location (City & State)** | **Dates of Attendance** |
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**SECTION V: ORGANIZATIONS/PROGRAMS**

**List from the most to least recent any advanced or special programs, or summer courses you have taken.**

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| --- | --- | --- | --- | --- |
| **Course/Program** | **Name of School** | **Location (City& State)** | **Dates of Attendance** | **Hours/ Week** |
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**SECTION VI: TRANSCRIPTS**

If you have received any college credit, you must provide an official signed and sealed transcript from every college or university you have attended and include them with your application. The AIHEC/NRCS Intern Program will accept an unofficial transcript from the college registrar provided it meets the deadline and a receipt from the registrar is included indicating an official, signed transcript is being sent.

**SECTION VII: EXTRACURRICULAR AND EMPLOYMENT ACTIVITIES**

List any activities in which you have participated in or outside school, e.g., sports, music, student government, clubs, church, civic, etc.

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| --- | --- | --- | --- |
| **Activity** | **Dates of Participation** | **Offices Held** | **Special Awards, honors, recognition** |
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## List all volunteer services or jobs held in the last 3 years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Volunteer services/Jobs** | **Name of Employer**  **/organization** | **Dates of service**  **/employment** | **Hours**  **/Week** | **Special Awards** |
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**SECTION VIII: ESSAY QUESTION**

#### Essay must be addressed to the NRCS/AIHEC Intern Selection Committee

Write a 500-800 word essay describing: 1) What motivates you to consider a career in public service working for the U.S. Department of Agriculture. Include information about your educational and career goals and how this scholarship may assist you to achieve them; 2) How did you became interested in studying agriculture, and natural resource sciences or another related discipline in college; 3, How do you plan to use your knowledge and skills to serve your communities, short term and long term? and 4) How NRCS will benefit if you are selected for the AIHEC/NRCS Intern Program (immediately and in the long term).

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## SECTION IX: RECOMMENDATION INSTRUCTIONS

You will need to submit one letter of recommendation addressing the following question: **“Considering what you know of the applicant’s interests, work habits, and life goals, what is your assessment of the chances that the applicant will be motivated to take advantage of the opportunities available in college and with the NRCS?”** The recommendation must be from someone who knows your academic work. Make sure the recommendation is from someone who knows you well and can comment on your abilities.

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# WHERE TO SEND RECOMMENDATION AND APPLICATIONS

Recommendations will need to be sent to following email address: [jphillips@aihec.org](mailto:jphillips@aihec.org%20) . Please ensure that applications and recommendations are in a readable format such as Adobe pdf or Microsoft Word.

**SECTION X: CHECK LIST**

I have read this application, especially those elements detailing the eligibility requirements, and completed all required information.

I have included an official signed and sealed transcript or have included an unofficial copy of my transcript from the college registrar and a receipt from the same registrar to indicate the official copy will be received shortly from the schools I have attended and have included any and all in my application package.

I have written my essay and included it in my application.

I have secured my Letter of Recommendation.

I will send all application materials to [jphillips@aihec.org](mailto:jphillips@aihec.org).

## SECTION XI: SIGNATURES

Please review this form to make sure you have answered all the questions completely.

***I certify that I have completed this application and that all statements are true and accurate to the best of my knowledge. Any false statements may eliminate me from consideration for this scholarship.***

Signature of Applicant Date

Signature of Parent or Legal Guardian (if applicant is under 18 years of age) Date