



U & I Internship Guidelines and Application

2025 Summer (June 14 – August 2, 2025)

Thank you for your interest in Unite & Inspire's Rise and Thrive Summer Internship program. We offer internships in the summer and occasionally, in the fall/spring. The duration (# hours) of the internship depends on the scope of the project and the Summer 2025 internship is offered for a maximum of 40 hours only upon successful completion of the project. All applications are due by May 26th, 2025, by 12 midnight.

Selection of the intern is a two-step process. All applications submitted on or before the due date will be reviewed and the selected candidates will be called for an interview in person or on the phone. The date and time of the interview will be communicated to you ahead of time. Successful applicants would be placed in U&I's internship.

High school students who will be 14 years old by May 31st, 2025 are invited to apply. Unless otherwise stated, our internships are unpaid.

In keeping with the key focus areas of U&I, internship tasks may comprise of:

- 1) Medical or scientific research activities such as literature reviews, data collection, data entry and analysis, writing reports and developing promotional materials (video and graphical content).
- 2) Delivery oriented community projects, where students will give their time to achieving a specific stated goal usually involving teaching in the fields of educational, technology, science, public health, art and communications.
- 3) Projects supporting special needs children and youth involve designing and developing applications and education materials with technology. Details regarding the design and/or development of applications are listed in the expectations section below **that is specific to this portion of the internship so you understand exactly what is expected.**

Initials:_____



Expectations from Interns:

1. Pro-active engagement and initiative in ensuring success of your internship project.
2. Regular, active and weekly communications back to your U&I mentor and contact.
3. Meet deliverables of the internship as stated in its description and through updates, if provided.
4. The interns will work with one or more U&I team members to ensure that the needs of our partner organization are being met.

Please Note: With respect to the 3rd focus area listed above, any work with regard to design, development, prototypes, and work done towards making, designing, developing, testing or implementing any applications will be required to be performed by you individually. If you think you require additional help, assistance or would require the input, assistance, work and/or development of any friends, adults, or anyone with an applications design and development background, you **MUST** check with U & I before engaging, using or allowing any involvement of a third party as the work is expected to be your individual work and you would need approval from U & I before involving any other person.

*** Please note that our internships are unpaid and limited in number.**

- 1) Must be an Active U&I Registered member renewed for the current membership year.
- 2) Volunteers are required to have a minimum of 10 hours of volunteering through U&I community activities completed in the last 12 months, by the time application is submitted.
- 3) Volunteers are also required to contribute a minimum of 5 hours of volunteering through U&I during the internship period of June & July.
- 4) In-person orientation & presentation of your work in the presence of board and/or a committee panel of U&I and partnering organizations is mandatory; failure to attend may result in disqualification from the program unless previously communicated with a valid reason.
- 5) A complete application must be submitted, by the deadline published to be considered. This includes a
 - i) Fully filled out internship form with the title/name of the internship you are applying for, the signed acknowledgement,

Initials: _____



- ii) Your CV
- iii) Reflection Essay.

- 6) Past interns will need to fill out a complete application for each project of interest
- 7) Only U&I Registered Volunteers/Members are eligible for internships, any outsiders such as your peers, mentors or young-adults will not be allowed on your project and team unless approved by the Unite & Inspire Board.

Please fill out the application form along with your CV and send to: uniteandinspire.rt@gmail.com

Application Form for Summer 2025 Internship with Unite & Inspire

Please fill out the complete application

Full Name (First, Last) _____

Email Address _____

Please provide an email that is checked frequently. You may be called for an interview.

Phone Number _____

Emergency Contact _____

Home Address _____

Year since a volunteer with U&I _____

Number # of community volunteering hours with U&I (exclude STEAM, U&I Clubs and Youth Council Hours) _____

Reflection on your volunteering with U&I including what you hope to achieve with the project you are applying to (100-200 words as an attachment along with the application)

Initials: _____



Which internship are you applying for?

1. _____ (Primary Option)
2. _____(Secondary Option)

Current High School _____

Current Grade Level _____

Professional/Personal References- Please provide First & Last Name, Phone Number & Email Id:

1. _____
2. _____

Other Information _____

****Please submit the following along with the application to uniteandinspire.rt@gmail.com**

1. Application Form
2. Your CV
3. Reflection Essay

ACKNOWLEDGEMENT

(Please check each statement and sign below)

1. All internship projects must meet U&I guidelines and have its approval. You will not modify aspects of the internship without permission from an U&I representative.
2. Intellectual and Proprietary rights for all products (such as reports, papers, presentations, technology applications) created during the internship period belongs to U&I and shall not be presented outside U&I, without the expressed permission of the Board.

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3. Only U&I registered members will be allowed to participate in the internship projects. The project shall be deemed disqualified if individuals that are not registered with U&I, take part in the project, in any capacity.
4. All Interns must submit weekly updates and attend mandatory meetings, failure to do so shall be deemed disqualified.

Internship Dates: June 14th – August 2nd 2025

- Application due date: May 26th Midnight, 2025
- Orientation: June 14th, 2025
- Commence Internship: June 14th, 2025
- Final Presentation: Aug 2nd, 2025
- Final Report: Aug 3rd, 2025

I _____ acknowledge that I have read and completely understand the guidelines and agree to abide the regulations specified.

U & I Internship Applicant Signature

Date

Internship Applicant's Parent/Guardian Name & Signature

Date

****Applications are due by midnight of May 26th, 2025.****

Disclaimer : These internships are only for registered U&I volunteers any applications from the external candidates will be disqualified. Dates and schedules are subject to change at discretion of the Internship program by organization.

Initials: _____



Initials: _____