



# 2018 Intern Application

## Student Information

|  |  |                                |   |
|--|--|--------------------------------|---|
| _____  |  | _____                          | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Last Name  | First Name   | Birthdate                      |   |
| _____  |  | _____                          | _____   |
| Mailing Address  | City   | State                          | Zip Code  |
| _____  |  | _____                          | _____   |
| Home Phone Number  | Student Cell Phone Number  | Student Email Address          |   |
| _____  |  | _____                          |   |
| Parent/Guardian Name   | Parent Contact Phone Number  | Parent Email Address           |   |
| _____  |  | _____                          |   |
| School Name  | Academic grade you will complete in May 2018:  |                                |   |
|  | <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior |                                |   |
| T-Shirt Size: <input type="checkbox"/> Sm <input type="checkbox"/> Med <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL |  |                                |   |
| Year Attended ABW: _____   |  | Name of Company Advisor: _____ |   |
| <input type="checkbox"/> I was CEO of my company   |  |                                |   |

Please consider me for an intern position at the following program(s):

APU on-campus program (July 14- 21)       Mat-Su day program (July 30- August 3)

## CA Recommendation

We require a letter of recommendation from your Company Advisor. Please have the CA mail or email that letter directly to us with your name included in the letter. If you need your CA's contact information, contact ABW at [Info@alaskabusinessweek.com](mailto:Info@alaskabusinessweek.com) or (907) 278-2744.

Date I requested my CA send a letter of recommendation to ABW: \_\_\_\_\_

## Essay

In 300 words or less, tell us why you want to be an intern for Alaska Business Week, include the skills and talents that you will bring to the team. You may want to tell us:

- a. why you want to participate;
- b. what qualities or characteristics you feel you contribute to a team or group; and/or
- c. any leadership experience you have.

Please type your response and submit with this application.

**Applications are due June 8th.** Please know that we cannot process your intern application until we have received a completed application, and a letter of recommendation from your Company Advisor.

# Alaska Business Week

## Examples of Intern Responsibilities

Each intern will be assigned a specific role by the Program Director at the start of the program

All interns must:

1. Set a good example for other students to follow.
2. Assist with camp set-up on Saturday:
  - Assemble student packets
  - Organize and distribute supply boxes
  - Fold student t-shirts
3. Assist with student registration on Sunday morning.
4. Introduce yourself at opening ceremony on Sunday.
5. Perform general office duties.
6. Assist the Business Week staff, CA's and Chair as needed/assigned.
7. Sort the Hunk of Junk on Sunday. Take to appropriate location and spread out.
8. Check and/or set-up the rooms for speakers.
  - Review copy of speaker needs sheet to verify their needs
  - Check General Assemblies 1 hour ahead if possible and rotations 30 minutes prior
  - Clean up papers, etc. from the previous assembly
  - Know where the light switches are located
  - Set up Company signs, i.e. A, B, C, etc.
    - Keep track of where they are set and rotate them for each session
    - Paper signs in other rooms
  - Check that A/V equipment is working properly
    - Is it in the right location?
    - Is the projector in focus?
    - Make sure students will not trip over cords—tape down if necessary.
  - Set up music if requested
  - Flip charts. Enough paper? Marker pens? Masking tape?
  - Get a bottle of water for the speaker(s) from the Business Week office
9. If requested or assigned, stay and help the speaker with AV, lighting, etc.
10. Clean up the room after speakers, retrieving Business Week materials and securing them for next session.
11. Help run activities as assigned.
12. Track down missing students as necessary.
13. Organize the Company picture taking sessions on Wednesday, i.e. make sure companies arrive as scheduled and assist the Program Director.
14. Take photos of program activities throughout the week.
15. Operate the Business Week copy machine.
16. And much more!

This is a competitive internship program. It is open to students who have attended at least one Business Week Program. It requires long hours, a great attitude and hard work. The internship will provide experiential learning activities that develop the teamwork, leadership and career skills you will need to navigate adolescence, succeed in college and prosper as a young adult.

