



ALASKA NATIVE TRIBAL HEALTH CONSORTIUM

Division of Environmental Health and Engineering

1901 Bragaw Street, Suite, 200

Anchorage, Alaska 99508-3440

Telephone: 800-560-8637

Facsimile: 907-729-4506



2010 DEHE UNDERGRADUATE INTERNSHIP GUIDELINES AND APPLICATION

APPLICATION DUE: THURSDAY, December 31, 2009

Alaska Native Tribal Health Consortium (ANTHC) Department of Environmental Health and Engineering (DEHE) awards 14-week paid summer internships starting May 10, 2010 to August 13, 2010 to approximately ten undergraduate college students with preference to Alaska Native or American Indian students. DEHE provides interns the opportunity to work with our engineering and environmental health staff on current projects in both the office and in the field.

WHAT IS THE DEHE INTERNSHIP PROGRAM?

DEHE provides undergraduate and graduate students the opportunity to gain work experience in the engineering field through participation in a 14-week paid summer internship.

ELIGIBILITY

Eligible applicants are students that will have sophomore, junior or senior level standing in an engineering, or sanitary science program, or other applicable field, accredited by an appropriate accrediting body.

DEHE gives preference to Alaska Native or American Indian students that meet the above criteria. Documentation of federally recognized tribal enrollment is required; Tribal I.D. card or a copy of a Certificate of Indian Blood (CIB) from the Bureau of Indian Affairs.

SELECTION PROCESS

Completed applications must be **postmarked by Thursday, December 31, 2009** and sent to the Alaska Native Tribal Health Consortium, Division of Environmental Health and Engineering, 1901 Bragaw Street, Suite 200, Anchorage, Alaska 99508 - 3440. Attention: Ed Lohr, Director TUS.

DEHE's Intern Committee will review the applications for completeness and administer the evaluation process. The Education Committee will conduct a final review and make an official selection of applicants. The following will be considered in the selection process: personal statement, letters of recommendation, grades and academic merit, presentation of application packet, and involvement in the Native community.

Selection notification will be completed by February 1, 2010, and the internship will begin on Monday, May 10, 2010.

APPLICATION DUE BY THURSDAY, DECEMBER 31, 2009

REQUIREMENT CHECKLIST

Date
Completed

- [] _____ **APPLICATION** - Complete attached internship application.
- [] _____ **ALASKA NATIVE/AMERICAN INDIAN** - Show proof that you are Alaska Native/American Indian by submitting true and correct documentation of tribal enrollment from a Federally recognized tribe or a copy of a Certificate of Indian Blood (CIB) from the Bureau of Indian Affairs.
- [] _____ **PERSONAL STATEMENT** - Attach personal statement (**1 page, typed, double-spaced, 12 pt**).
- [] _____ **RESUME** - Attach a current resume. Please follow guidelines on page 4.
- [] _____ **LETTERS OF RECOMMENDATION** - Submit two (2) letters of recommendation from teachers, employers, or persons with knowledge of your experience, potential to succeed, and involvement in Native community. Letters should state professional relationship and length of association. Do not include letters of recommendation from family members.
- [] _____ **OFFICIAL TRANSCRIPTS** - Submit official transcripts from **all** colleges attended. Official transcripts must be mailed **directly** from the educational institution in a **sealed** envelope. *Note: Request all transcripts prior to the application deadline and verify with the educational institutions that transcripts have been sent.*

The application, proof that you are Alaska Native/American Indian, personal statement, current résumé, two (2) letters of recommendation, and official transcripts must be **complete and sent (postmarked) by December 31, 2009** to:

Alaska Native Tribal Health Consortium
Division of Environmental Health and Engineering (DEHE)
1901 Bragaw Street, Suite 200
Anchorage, AK 99508- 3440
Attn: Ed Lohr or Jane Griffin

Date Sent

- [] _____ Selection notification will be available on Monday, February 1, 2010.

***Incomplete application packets will not be considered and any additional materials will be discarded.**



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Division of Environmental Health and Engineering
 1901 Bragaw Street, Suite, 200
 Anchorage, Alaska 99508-3440
 Telephone: 800-560-8637
 Facsimile: 907-729-4090



2010 DEHE UNDERGRADUATE INTERNSHIP APPLICATION

PERSONAL DATA

NAME _____

MALE FEMALE SSN _____ DATE OF BIRTH _____

CURRENT ADDRESS _____

CITY/STATE/ZIP _____ PHONE _____

PERMANENT ADDRESS _____

CITY/STATE/ZIP _____ PHONE _____

NATIVE ELIGIBILITY (if applicable)

ALASKA NATIVE AMERICAN INDIAN

TRIBAL AFFILIATION _____

Attach documentation of tribal enrollment from a federally recognized tribe, preferably your Certificate of Indian Blood (CIB).

EDUCATION

SELECTED UNDERGRADUATE PROGRAM _____

UNDEGRADUATE SCHOOL _____

ADDRESS _____

CITY/STATE/ZIP _____

DEGREE BA BS ASSOCIATES MAJOR _____

CAREER INTEREST _____ GRADUATION DATE _____

SEMESTER/QRT/TRI	Start	DATES	End	HOURS/CREDITS EXPECTED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

HIGH SCHOOL _____ GRADUATION DATE _____

ADDRESS/CITY/ST/ZIP _____

PERSONAL STATEMENT

Please state your reasons for requesting this internship include personal/educational history, accomplishments, educational/career goals, and involvement in Native community. Explain how your degree program and this internship correspond with your career goals. **(1 page, typed, double-spaced, 12 pt)**

RESUMÉ

Please attach a current resume highlighting the following:

OBJECTIVE

Briefly state your accomplishments, demonstrated skills, educational and career goals.

EMPLOYMENT

Please list current to past internship and work experience, including; title of position, name of organization, location of work, dates and responsibilities.

EDUCATION

Please list current to past education, including; institution(s) attended, major, degree, date of graduation, GPA, and any related activities, workshops, seminars or coursework.

HONORS/AWARDS AND LEADERSHIP

Please list honors and awards you have received, training or other accomplishments for which you have been recognized.

VOLUNTEER/COMMUNITY ACTIVITIES

Please list volunteer/community activities.

COMPUTER KNOWLEDGE

Please list computer skills.

REFERENCES

NAME _____ PHONE _____

ADDRESS/CITY/ST/ZIP _____

NAME _____ PHONE _____

ADDRESS/CITY/ST/ZIP _____

NAME _____ PHONE _____

ADDRESS/CITY/ST/ZIP _____

STATEMENT OF CERTIFICATION

Application Information

I do hereby attest that the information I have provided and included in this application is true, correct, and complete

Name of Applicant (printed or typed)

Applicant Signature

Date