**Student Internship Application FORM - Summer 2020**

**Application Deadline: Monday, March 2, 2020, 5:00 p.m. PST**

All application materials must be received by the deadline. Applications received after the deadline will not be considered. Submit your application form, resume and transcripts (compiled in that order; henceforth referred to as application package) as ONE PDF file named *ApplicantLastName\_FirstName\_InternshipName.pdf* as an attachment to the Student Internship Submission Form (<http://bit.ly/COAST2020InternshipSubmission>​​).

See page 5 of this application form for detailed instructions about Required Additional Materials.

Note: You must submit a separate application package for EACH internship you wish to be considered for. You may submit a maximum of FOUR application packages.

|  |
| --- |
| **Internship Information** |
| Internship Host: |  |
| Internship Title: |  |
| Internship Location: |  |

|  |
| --- |
| **Applicant Information** |
| First Name: |  | Last Name: |  |
| Student ID:  |  | CSU Campus: |  |
| Primary Email: |  | Major: |  |
| Phone: |  | Overall GPA: |  |
| Status (Soph, Junior, Senior, Grad Student): |  | Anticipated Graduation (mm/yyyy): |  |
| Date Spring Semester/Quarter Ends: |  | Date Available to Start Internship: |  |
| Will you be enrolled at a CSU for Fall 2020? (Y/N) |  |

|  |  |
| --- | --- |
| **Have you previously been employed by, interned with, or volunteered for the internship host?** |  |
| Comments (If yes, please describe): |
|  |

**Relevant Experience**

For each section below, provide the information requested that complements the areas of knowledge listed in the Preferred Experience and Capabilities and/or Eligibility/Requirements sections of the internship you have selected. The boxes below will expand as you type; please feel free to use as much space as you need.

|  |
| --- |
| **List academic coursework (e.g., marine ecology or biology, fishes of California, statistics, etc.):** |
|  |

|  |
| --- |
| **List computer programs in which you are proficient (e.g., Microsoft Word, Excel, Access, R, Matlab, ArcGIS, minitab, Solidworks, etc.):** |
|  |

|  |
| --- |
| **Describe your field and/or laboratory experience (include experience gained through coursework as well as independent study):** |
|  |

**Interest and Qualifications**

Please complete the sections below. The boxes below will expand as you type; please feel free to use as much space as you need.

|  |
| --- |
| **Please describe why you are interested in a summer internship in general. What do you hope to gain, learn and experience?** |
|  |

|  |
| --- |
| **How do you feel the internship you have selected will complement your educational experience at the CSU?** |
|  |

|  |
| --- |
| **What are your educational and career goals?** |
|  |
| **Please describe your interest in the internship you have selected.** * **What interests you most?**
* **Why do you feel you are uniquely qualified for this opportunity? Please be sure to include your specific skills and qualifications and address the Preferred Experience and Capabilities section of the internship description.**

Please be as detailed as possible. This section is extremely critical in evaluating your application. The box below will expand as you type; please feel free to use as much space as you need. |
|  |

**Required Additional Materials**

Please submit the following items, or ensure they are submitted on your behalf. Your application will not be complete until ***all*** materials are received.

Submit your application form, resume and transcripts (compiled in that order; henceforth referred to as application package) as ONE PDF file named *ApplicantLastName\_FirstName\_InternshipName.pdf* as an attachment to the Student Internship Submission Form ([http://bit.ly/COAST2020InternshipSubmission​​).](http://bit.ly/COAST2020InternshipSubmission%E2%80%8B%E2%80%8B%29.%20) The letter of recommendation must be submitted directly by a CSU faculty member.

1. **Professional resume** (two-page maximum): For tips on resume building and example resumes, please see [https://www2.calstate.edu/impact-of-the-csu/research/coast/students/Pages/resume-building.aspx](https://www.calstate.edu/impact-of-the-csu/research/coast/students/Pages/resume-building.aspx)
2. **Transcripts:** Submit your transcripts including GPA from **ALL** institutions attended (community college, undergraduate and graduate). Unofficial transcripts are acceptable. Ensure that transcript files are not protected documents.
3. **Letter of recommendation from CSU faculty member:**
	* The letter **must be** submitted directly by a CSU faculty member as a PDF as a PDF attachment to the COAST Student Internship Letter of Recommendation Submission Form (<http://bit.ly/COAST2020InternLORSubmission>​). Letters submitted directly by applicants will not be considered. The letter file must be names as follows (*StudentLastName\_FacultyLastName\_LOR.pdf*).
	* The letter must be on institutional letterhead and signed by the faculty member. The letter can be addressed to CSU COAST.
	* Ideally, the letter should be submitted by a CSU faculty member who knows you well and can speak to your personality and skills. Strong letters will describe in detail why you are an ideal candidate for a specific internship.
	* You may request an individual letter for each internship you apply to but one letter can be used for multiple internship application packages.
	* We can only accept one letter per internship application package.

Note: You must submit a separate application package for EACH internship you wish to be considered for. You may submit a maximum of FOUR applications. If you are submitting multiple applications, please attach all of them to a SINGLE Student Internship Submission Form (<http://bit.ly/COAST2020InternshipSubmission>​​).

**If you have read the** [**COAST Summer Internship materials**](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/student-funding.aspx#student-internships) **closely, but still have questions about the program, please consult our** [**Student Internship FAQ page**](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/StudentFAQ.aspx#student-internships)**.**