**APPLICATION DOCUMENT**

**COAST Summer 2024 Internship**

**Application Deadline: Wednesday, February 28th, 2024, 5:00 pm Pacific Time**

**APPLICATION INSTRUCTIONS**

Please review the [COAST Summer Internship website](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/COAST-Student-Internships-Summer-2024.aspx) in detail and the [FAQ page](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/StudentFAQ.aspx#student-internships) BEFORE applying. All application materials must be received by the deadline. Applications received after the deadline will not be considered. Please see the [list of internships](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/COAST-Student-Internships-Summer-2024.aspx#internship-opportunities) in the table on our website for a full record of all available internship opportunities and read the below​ step-by-step instructions carefully before you proceed with applying.

**Step 1. Confirm that you are eligible for this program!** ​
Read the [COAST Summer Internship website](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/COAST-Student-Internships-Summer-2024.aspx) in its entirety and make sure it's the right opportunity for you. Please confirm you are eligible for this opportunity before you dedicate time to applying. Please see our general eligibility information [here](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/COAST-Student-Internships-Summer-2024.aspx#internship-eligibility) and make sure you review individual internship descriptions for additional eligibility requirements.

### Step 2. Fill out this Application Document​​​​The next step when applying for a COAST Summer Internship is to fill out this Application Document. You will fill out ONE (1) Application Document for each internship you wish to apply for from the [list of internships](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/COAST-Student-Internships-Summer-2024.aspx#internship-opportunities) in the table on our website. You may apply for up to THREE (3) internships. *Tip: Fill out this Application Document in Microsoft Word or Google Docs, then and save it as a PDF so that you can easily combine it with other materials outlined in Step 3 below.*

## Step 3. Create an Application Package

## An Application Package consists of the following materials combined into ONE (1) PDF in the following order:

1. **Application Document** (as outlined in Step 2)
	1. You will complete this **Application Document** for each internship you are applying for (you may apply for ONE (1), TWO (2), or THREE (3) internships).
	2. All information on this **Application Document** must be typed using MS Word or Google Docs, then saved as a PDF.
	3. You will provide the contact information of at least one **Professional Reference** on the last page of this **Application Document** (more information [here](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/COAST-Student-Internships-Summer-2024.aspx#professional-ref)). You may submit contact information for a second **Professional Reference** if desired.
2. **Résumé** (two-page maximum)
	1. For tips on resume building and example resumes, please see our [résumé guide](https://www2.calstate.edu/impact-of-the-csu/research/coast/students/Pages/resume-building.aspx.).
3. **Unofficial transcripts**
	1. Submit your FULL transcripts (including GPA) from ALL institutions attended (community college, undergraduate and graduate).
	2. Ensure that transcript files are not protected documents.

Each **Application Package** you submit must include all three of the items listed above (**Application Document**, résumé, & unofficial transcripts) and must be combined in that order into **ONE SINGLE PDF file.** Save and name each **Application Package** PDF using the following naming convention: *ApplicantLastName\_FirstName\_InternshipTitle.pdf*

## Step 4. Submit via the [Application Submission Portal](https://csumb.co1.qualtrics.com/jfe/form/SV_3QTDXySXYRFi2a2)

Once you have prepared a single PDF **Application Package** for each internship you wish to apply for, upload your **Application Package(s)** inthis **Application Submission Portal:**

<https://csumb.co1.qualtrics.com/jfe/form/SV_3QTDXySXYRFi2a2>

Remember, you will prepare a single PDF **Application Package** for EACH internship you wish to apply for. You may apply for up to THREE internships. You will complete the **Application Submission Portal** process ONCE and upload your **Application Package(s)**​ to it.

You will receive an email confirming your submission. Please keep this email. If you do not receive a confirmation email, please contact the COAST Student Success Specialist, Adam Paganini ([apaganini@csumb.edu](file:///C%3A%5CUsers%5Cjass2307%5CDownloads%5Capaganini%40csumb.edu)​) immediately. COAST is not responsible for applications that were not successfully submitted if applicants cannot provide a copy of the application form confirmation email.

If you are having trouble using the [**Application Submission Portal**](https://csumb.co1.qualtrics.com/jfe/form/SV_3QTDXySXYRFi2a2) or are unable to upload your document(s), please contact the COAST Student Success Specialist, Adam Paganini ([apaganini@csumb.edu](file:///C%3A%5CUsers%5Cjass2307%5CDownloads%5Capaganini%40csumb.edu)​), **before** the application deadline.

BEFORE YOU SUBMIT YOUR APPLICATION PACKAGE(S): Please make sure you read the FULL submission instructions on [our website](https://www.calstate.edu/impact-of-the-csu/research/coast/funding/Pages/COAST-Student-Internships-Summer-2024.aspx) in detail to ensure you are applying correctly. Incorrectly submitted applications will not be reviewed.

**Professional Reference (see last page of this Application Document)**

We ask you to providethe name and contact information of someone who can serve as a reference for you. This should be someone who knows you well and in an academic or professional context. Your reference cannot be a family member, close personal friend or family friend. **Here are some tips on how to ask for someone to serve as a professional reference:**

* First, identify someone who would serve as a good reference. Ideally, this should be someone who is a current (or former) employer, professor, supervisor, coach or other academic or professional mentor.
* **To ensure that the person you list is willing to serve as a reference for you, be sure to give them enough time to respond before you apply.**
* In your request, describe the internship program, which internships you are applying for, and provide links to our webpage so they can learn more.
* Keep your request concise and professional. It may be helpful to provide them with your resume so they can have the materials they need to prepare responses to questions they may be asked if you are selected for an internship.
* Confirm their contact information so you know what phone number and email address you should provide in your application.



**Student Internship Application FORM - Summer 2024**

All information on this form must be typed.

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| **Internship Information** |
| Internship Host: |  |
| Internship Title: |  |
| Internship Location: |  |
| **Applicant Information** |
| First Name: |  | Last Name: |  |
| Student ID:  |  | Preferred Pronouns (optional): |  |
| CSU Campus: |  | Major: |  |
| Phone: |  | Primary Email: |  |
| Status (Soph, Junior, Senior, Grad Student): |  | Anticipated Graduation (mm/yyyy): |  |
| Date Spring Semester/Quarter Ends: |  | Date Available to Start Internship: |  |
| Will you be enrolled in the same degree program at the same CSU for Fall 2024 as you are at the time of application? (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.):** |
|  |

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

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

**Interest and Life Experience**

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

We want to hear about you, your experiences, your passions and your goals. Your responses should highlight your unique qualities and give us a sense of you as a student and an individual. Take time to craft your responses to the questions we ask, as they give us the best picture of why you should be selected for this opportunity. The more effort you put into your responses, the more we can get to know you, your strengths and your goals!

|  |
| --- |
| **Please describe why you are interested in the internship you are applying for. What do you hope to gain, learn and experience by participating in this internship?**  |
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| --- |
| **What are your educational and career goals? How do you believe this internship may help you achieve them?**  |
|  |
| **Please describe a specific challenge you have faced either personally or academically and how you overcame it.**  |
|  |

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| --- |
| **Please use the space below to share any additional information that you would like us to know (optional).**  |
|  |

**Required: Please provide the name and contact information for someone who can serve as a reference for you.** This should be someone who knows you well and in an academic or professional context. Your reference cannot be a family member, close personal friend or family friend. Tips on how to ask someone to serve as your professional reference can be found on the [instructions page of this form](#ProfessionalReferenceTips).

|  |  |
| --- | --- |
| Name: |  |
| Campus, organization, or company name |  | Job Title: |  |
| Phone:  |  | Primary Email: |  |
| How do you know this person?  |  |

**You may provide information for a second reference as well. Providing a second reference is optional.**

|  |  |
| --- | --- |
| Name: |  |
| Campus, organization, or company name |  | Job Title: |  |
| Phone:  |  | Primary Email: |  |
| How do you know this person?  |  |