



# APAPA

## Asian Pacific Islander American Public Affairs Association Community Education Foundation (APAPA-CEF)

Non-profit organization 501(C)-3 Tax ID No. 55-0849384

*Empowerment of Asian and Pacific Islander Americans*

### **APAPA Bay Area Summer Internship Program**

**Application Deadline: Wednesday, May 1, 2013**

The APAPA Bay Area College Summer Internship Program in San Francisco, San Jose and Oakland area is designed to prepare college students of Asian Pacific Islander background to become future leaders in the State of California. The program provides an opportunity for students to work in the offices of local, state, and national elected leaders, and develop their leadership skills, gain public policy experience and become civically engaged.

This year, interns will have the opportunity to work in the offices of **Congressmember Mike Honda** (South Bay), **State Assemblymember Phil Ting** (San Francisco and San Mateo County), **Assemblymember Paul Fong** (Santa Clara County), **Mayor Ed Lee** (San Francisco), **Mayor Jean Quan** (Oakland), **Mayor Tom Bates** (Berkeley), **Supervisor David Chiu** (San Francisco), and **Supervisor Eric Mar** (San Francisco).

#### **The internship program will help interns develop:**

- Political awareness and civic engagement
- An understanding of the government and the legislative processes
- Professional and leadership growth
- Networking opportunities with elected officials and community leaders

#### **Eligibility and Selection Criteria**

The program is open to all undergraduate and graduate college students with a minimum GPA of 3.0. Applicants will be selected on the basis of demonstrated leadership, interpersonal and communication skills, community service, and academic performance.

#### **Program Requirements:**

- Complete nine-week internship program from June 22, 2013 through August 23, 2013. Students who have academic calendar conflicts with the program start and end dates are still encouraged to apply.
- Attend orientation weekend retreat from June 22<sup>nd</sup> – June 23<sup>rd</sup>.
- Attend APAPA Internship Award Dinner on Friday, August 16, 2013 in San Francisco, CA. There is no charge for you and one guest to attend. There will be a cost for each additional guest.
- Work minimum 20 hours per week in your assigned office; hours are flexible depending on your placement.
- Attend 2-hour APAPA workshops every Tuesday night. Workshops include leadership and communication training, project assignments and guest speakers. Workshops will be in SF, San Jose or Oakland.
- Complete 40 community service hours for APAPA's community events.
- Complete as a group, a community outreach project to be approved by the Internship program.

#### **Deadline**

Application materials are due by May 1, 2013.

Applicant interviews will be held May 7<sup>th</sup> – May 10<sup>th</sup>, 2013.

Applicants will be notified of our decision May 11<sup>th</sup>, 2013, and placed in with their elected officials May 15<sup>th</sup>, 2013.

**If you have any questions, please contact Jay Cheng, Internship Coordinator, at 408-691-0423, or at [j.jaycheng@gmail.com](mailto:j.jaycheng@gmail.com).**



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### APAPA Internship Application

◆ Please complete the application form below. When completed, please email the application, your personal statement, and your resume by **May 1, 2013** to [jcheng@apapa.org](mailto:jcheng@apapa.org).

#### ◆ GENERAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle initial

Gender:  Female  Male Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month Day Year

Current Address: \_\_\_\_\_  
State/ZIP Street City

Current Phone: (\_\_\_\_) \_\_\_\_\_ Effective until: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

E-mail address: \_\_\_\_\_ Alternate contact # (\_\_\_\_) \_\_\_\_\_  
(i.e. cell phone, voice mail, pager, work, etc.)

Permanent Address: \_\_\_\_\_  
State/ZIP Street City

Permanent Phone: (\_\_\_\_) \_\_\_\_\_ Fax (if available): \_\_\_\_\_

#### ◆ EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_  
Street City  
State/ZIP

Home phone: (\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_



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### ◆ EDUCATIONAL BACKGROUND

College name: \_\_\_\_\_ Location: \_\_\_\_\_  
City State

Degree seeking: \_\_\_\_\_ Major/minor: \_\_\_\_\_

Current class year: \_\_\_\_\_ Overall GPA: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

### ◆ PERSONAL STATEMENT

Please write a statement addressing the following question. Statements must be typed, double spaced, in 12-point font, and should not exceed 500 words.

*How have you engaged or taken leadership in your community, and how do you plan to use that experience in your future academic and career goals? Please feel free to describe any community service, political work, or issue advocacy in your response.*

### ◆ APPLICATION SURVEY

APAPA CEF strives to effectively promote the internship program. Please let us know how you heard about our program by checking one of the following.

- College/University
- APAPA website
- Press Release
- Newspaper
- Name of newspaper: \_\_\_\_\_
- Relative/Friend
- Community Organization
- Name of organization: \_\_\_\_\_
- Other: \_\_\_\_\_

### ◆ STUDENT CERTIFICATION

- I understand that I hold APAPA, APAPA-CEF, their boards and members, and employees harmless from any and all liability or claims which may arise out of, or occur, in connection with my participation in this program.
- I understand that this application, plus all accompanying documents, become the property of APAPA and will be shown to potential supervisors of my internship.
- I certify that the information I submitted on this application is accurate to the best of my knowledge. I also understand that I will be liable for all costs that APAPA may incur as the result of any misrepresentation, omission, or willful inaccuracy that I include on this application.
- During my internship, I understand that I am responsible for any and all travel, housing, living and medical expenses that may be incurred. I am responsible either personally or through my insurance coverage.
- I also understand that APAPA and APAPA-CEF are not responsible for the theft of, or damage to, my personal property.
- If selected, I promise to complete all program requirements in the office I am assigned to and submit a final journal reflecting my internship experience.

\_\_\_\_\_  
Name of applicant (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### ✓ APPLICATION CHECKLIST

Please make a copy of the complete application for your records. Please include the following items:

- Signed Application form
- Your resume
- Your personal statement
- All materials must be emailed to Jay Cheng at [jcheng@apapa.org](mailto:jcheng@apapa.org)

**Deadline: Application and materials must be emailed by May 1, 2013. An incomplete application will not be considered.**

**Thank you for your interest in the APAPA CEF Internship Program. If you have any questions, please contact Jay Cheng at 408-691-0423 or [jcheng@apapa.org](mailto:jcheng@apapa.org).**