

## ***Summer 2017 CAST Internship Program Guidelines***

**Who:** CMC freshmen, sophomores and juniors

*All applicants must be in good standing with CMC and approved for off-campus study by the Dean of Student's (DOS) Office. The Center will request this approval from DOS prior to finalizing an applicant's internship award.*

**Applicants must submit the following:**

1. Completed application form
2. Cover letter
  - a. Describe any relevant human rights experience you have (work or research based), your interest(s) in the field of human rights, and your specific reasons for wanting to intern at Coalition to Abolish Slavery and Trafficking (CAST).
3. Current résumé
4. Unofficial CMC transcript
5. Project budget
  - a. Show total expenses and sub-totals for travel (airfare, train, car, etc.), accommodations, food, and other expenses directly related to the internship including local ground travel (e.g., subway, rail pass).
6. Two letters of recommendation from CMC faculty members with whom the applicant has studied, covering, among other things, academic performance, ability to work effectively as a member of a team, integrity, reliability, ability to succeed in a foreign environment (where relevant) under trying conditions, ability to work effectively with little direct supervision, ability to stay on task and accomplish assignments on time.
7. Applications (2 copies) are due by 12:00 p.m. Tuesday, February 28<sup>th</sup> at the Center's office, Kravis 353. They should be directed to Kirsti Zitar, the Center's Assistant Director. **Applications sent by e-mail attachment will not be accepted.**

Upon completion of the summer internship, students are required to submit a written report detailing their experiences. This report is due on or before September 18, 2017.



### ***Application for CAST Internship Summer 2017***

Name:	Grad Year:
Major/s:	Mailbox #:
Sequence/s	
Email:	
Cell phone or other #:	
Student ID #:	

Sponsoring Organization: Coalition to Abolish Slavery and Trafficking (CAST)

Location: Los Angeles, CA

Dates of proposed internship: TBD

Length of Internship (# weeks): 8 weeks minimum

Are you applying for or have you received any additional funding for this or any other internship?    Yes\*    No

\*If yes, please specify other applications and source/s and amount of funding:

Are you completing the Human Rights and Holocaust Studies Sequence?    Yes    No

Are you affiliated with the Mgrublian Center for Human Rights?                      Yes\*    No

\*If yes, please describe your affiliation:

Have you previously participated in any other CMC or Center-sponsored internship programs?    Yes\*    No

\*If yes, specify program, year, and if you received academic credit:



List your faculty recommenders below (name, email, and telephone number). Please note that letters may be emailed directly from the faculty member to Kirsti Zitar ([kzitar@cmc.edu](mailto:kzitar@cmc.edu)).

- 1.
- 2.

By signing this form I agree to attend a pre-departure briefing on internships, hosted by the Mgrublian Center (date TBD). I also agree to keep a written and digital photographic journal of the internship (as permitted by CAST), recording personal impressions and including a thoughtful analysis of the internship experience in all its aspects. Upon completion of my internship I will submit a written report of my experience to the Mgrublian Center for Human Rights by no later than September 18, 2017. I understand that final approval and granting of awards is subject to clearance of my academic, financial and disciplinary standing. I agree to abide by these terms.

Signature\_\_\_\_\_ Date\_\_\_\_\_