

2010 st. louis internship program

OUR VISION . . .

Opening a world of hope and opportunity through partnerships with underserved youth and businesses, resulting in stronger communities.

OUR MISSION . . .

To provide inspiration, support, professional development, and training to high school students with financial needs so they can obtain valuable internships in professional settings;

To provide life skills for our students and alumni through year-round programming to position them for improved educational and ultimately, full-time employment opportunities; and

To provide our business partners with access to motivated, well-trained, talented employees, and to foster diversity within the workplace.

WHY THE ST. LOUIS INTERNSHIP PROGRAM (SLIP)?

Thomas C. Hullverson founded SLIP in 1992 to help uplift and inspire youth in St. Louis. Hullverson was moved to create the organization in the aftermath of the Rodney King trial in Los Angeles, CA. The riots following the announcement of the verdicts in the case touched Hullverson and gave impetus to creating an avenue of hope and direction for youth. He garnered the support of a number of law firms in the St. Louis area to provide internships for inner-city youth and provided funding to supply these interns with uniforms. Professional organizations and community groups, such as The Bar Association of St. Louis and the Mathews-Dickey Boys' & Girls' Club, came on board to support Hullverson's efforts.

Since then, over 3,000 high school students have received job training and internship placement through SLIP. The Program has been very effective in training, developing, and placing St. Louis area youth in internships. The organization has been successful in attracting supporters through board appointments, contributions, and securing internship opportunities.

WHAT MUST I DO TO BECOME A SLIP INTERN?

Students must complete a number of pre-requisites before internship placement.

Qualifications for Program: **a.)** Must attend a St. Louis Public School (City) District High School; **b.)** High School Sophomore or Junior; **c.)** Have a C or higher grade point average; **d.)** Have financial need as determined by eligibility for free or reduced lunch; **e.)** Have good attendance; **f.)** Have good citizenship; and **g.)** Be committed to participating in 2010 St. Louis Internship Program activities.

Application: Students must submit a completed application, which includes the written application, a 300 word essay, two letters of recommendation, their high school transcript (*not a report card*), a signed acknowledgement form, financial need determination verification, and a copy of their social security card and birth certificate. **Applications are due on December 15, 2009.**

Oral Interview: Students must complete an oral interview with SLIP staff. The oral interviews will be conducted in January 2010.

Professional Attire (Fitting Session): Interns are required to wear professional attire, which consists of a blue blazer, white shirt, tie, and khaki slacks/skirts during their summer internship. Interns will also receive a polo style navy shirt for business casual attire. The St. Louis Internship Program will provide this attire for the interns at no cost. Students are required to attend a fitting session. Notices will be sent via U.S. mail informing students of the date, time, and location of the fitting session. Students will not receive their professional attire until they receive an internship placement.

Training & Development Component: All participants in the St. Louis Internship Program are required to complete the Training & Development Component. The sessions consist of an orientation session followed by ten training sessions. Sessions will be scheduled on Saturdays (non-consecutive) during February, March, April, May and June 2010. Topics

will include Dress for Success, Resume Writing, Interviewing Skills, Effective Communications and Business Etiquette. SLIP will notify prospective interns via U.S. mail of their acceptance into the Training & Development Component.

Students must complete all of the aforementioned pre-requisites before acceptance into the Training & Development Component. Students who compete for an internship position are expected to attend **all** assigned training sessions and to complete each session with a satisfactory performance rating. *Session arrangements can be made for students participating in other school-related Saturday activities.* Students are expected to secure their own transportation to and from the training sessions.

INTERNSHIP PLACEMENT

The St. Louis Internship Program is very competitive. Completion of the Saturday Training & Development Component does not guarantee internship placement. However, satisfactory completion of the Training & Development Component is required to receive a job placement. During the last training session, the students will be notified of their placement status.

EIGHT-WEEK INTERNSHIP INFORMATION

Dates of Internship Program: June 14, 2009 – August 6, 2010

Rate of Pay: Interns are paid \$7.50 per hour during their eight-week internships.

Work Hours: Most positions are from 8:00 a.m. – 5:00 p.m. (Monday - Friday) for the eight-week internships. However, there are some positions that are on Saturday and/or Sunday and have varied hours. Interns will be given this information once they receive their job placement.

Intern's Work Responsibilities: Varied Work Experiences – *the following are examples* – **a.)** Working in an office making copies, word processing, processing mail, filing and answering phones; **b.)** Working in all areas of a hotel from the front desk to the business office; and **c.)** Working in various areas of a hospital such as dietary, medical records or the emergency room.

Transportation: Interns are expected to use public transportation to get to their assigned internship sites. The Program will provide information on bus routes and will also provide bus passes (if available) to interns. In addition, the Program will assist with transportation to those students who receive internship placements that are not on public bus routes. Transportation is not provided for the Training & Development Component.

Vacations during Summer Program: Employers are expecting interns who are hired for the summer internships to complete the entire eight-week internships with no interruptions. The Program Director must clear intern vacations that are planned prior to the start of the summer internships. Interns are required to request vacations in advance from both their internship site supervisor and the Program Director of the St. Louis Internship Program.

Expectations for Completion of Eight-Week Internship: Interns are expected to receive satisfactory ratings on their weekly performance evaluations from supervisors. Failure to receive satisfactory performance ratings can result in dismissal from the Program. Students are also expected to perform in a professional manner during their eight-week internship experience and attend periodic scheduled sessions.

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Application Checklist

Incomplete applications will not be accepted. Before returning your application, be sure you have included the following items:

Completed Application	()	300 Word Essay	()
High School Transcript	()	Copy of Social Security Card	()
Two (2) Recommendation Letters	()	Copy of Birth Certificate	()
Financial Need Determination Verification	()	Acknowledgement Form	()

(Application Deadline is December 15, 2009)

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