COLUMBIA UNIVERSITY School of Professional Studies

# Internship in Building Community



### **Applicant Information**

| Last Name |        |      | First Name | Middle Name                      |  |
|-----------|--------|------|------------|----------------------------------|--|
|           |        |      |            |                                  |  |
| Email     |        |      | Cell Phone | Alt. Phone                       |  |
| Gender:   | Female | Male |            | Country/Countries of Citizenship |  |

# **Application Information & Requirements**

All application materials must be submitted electronically to <u>ibc-apply@columbia.edu</u>, with the exception of your recommendation letter. Mailed submissions will not be considered.

- 1. Completed Application Form: The application form must be completed in its entirety and submitted via email.
- 2. Resume: Please submit a detailed resume along with your completed application form.
- 3. **Recommendation Letter:** Applicants to the IBC must submit a letter of recommendation, on university letterhead, from a professor or university administrator who is prepared to sponsor their participation. A sponsor should know the applicant well and should comment on the applicant's character; academic, intellectual, and creative strengths; capacity to work with young people; and promise as a future leader. The sponsor's key role in the program is to provide a candid evaluation of a potential applicant. Recommendation letters must be sealed and *mailed* to the address listed below.
- 4. **Personal Interview:** Interviews are required. Qualified applicants will be contacted to schedule interviews once their applications are complete.

Recommendation letters should be mailed to the following address:

Columbia University Internship in Building Community 2970 Broadway; MC 4110 New York, NY 10027

#### **Referral to Program**

How did you learn about the Internship in Building Community?

NACElink Idealist.com School of Professional Studies Website Columbia Career Services Brochure or flyer at home institution Brochure or flyer on Columbia campus Word of mouth \_\_\_\_\_ Other \_\_\_\_\_

## Education

Only applicants who are currently in college or graduate school and will be enrolled in degrees programs as of fall 2017 are eligible to apply.

#### High School & Pre-College

| High School                    | City, State                      | Dates Attended                            |  |
|--------------------------------|----------------------------------|---|--|
| Have you ever attended a pre-c | college program? If so, please d | escribe where, when and what you studied: |  |
|                                |                                  |   |  |
| Undergraduate Studies          |                                  |   |  |
| Undergraduate Institution      | City, State                      | Dates Attended                            |  |
| Major(s)                       | Minor(s)                         |   |  |

Anticipated graduation date

#### **Graduate Studies**

| Graduate School                            | City, State | Dates Attended | Field of Study |  |
|--|-------------|----------------|----------------|--|
| Residential Life Experience                |             |                |                |  |
| Have you lived on a college campus before? | Yes         | No             |                |  |

Have you ever held a position as a Resident Assistant/Advisor? Yes No

#### **Interests & Hobbies**



# **Personal Statement Prompts**

Applicants must answer each essay prompt listed below, using a word limit of 150 words per question.

1. What are the common characteristics of all communities? What can the IBC interns do to help activate those characteristics in our High School Program population?

2. If you were a high school student applying to Columbia's Summer Program for High School Students, which class would you want to take and why?