

# St. Louis Internship Program (SLIP)

## 2021 APPLICATION



**Opening A World of Opportunity for St. Louis Youth**

### SLIP IS HERE. . .

**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.

### SLIP CAME TO EXIST. . .

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. Since then, over 4,100 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.

#### SLIP SERVES MOTIVATED STUDENTS

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

##### Qualifications for Program:

- Must attend a SLIP Partner High School
- High School Sophomore or Junior
- Have a 2.0 or higher cumulative grade point average
- Have financial need as determined by eligibility for free or reduced lunch (*verification will be required*)
- Have good attendance and good citizenship
- Be committed to participating in 2021 SLIP activities

#### SLIP STUDENTS REAP THE BENEFITS

*Students will engage in the year-round program once they complete an internship*

##### Benefits of Participation:

- Paid Work Experience
- Transferable College Credit (*if available*)
- Employability Skills Attainment
- Professional Portfolio
- Networking with Professionals and All Levels of Management
- College Access Activities (*i.e. college visits, ACT prep, etc.*)
- Scholarships & Resources
- Career Development Opportunities (*i.e. Mock Trial*)

### SLIP PROCESS TO BECOME AN INTERN

Students desiring to become an intern must complete the following steps:

- 1) Submit a completed SLIP application with required attachments by **December 1, 2020**
- 2) Students must complete an oral interview with SLIP staff in January. The oral interviews will be coordinated with the students' schools and/or student directly. Most interviews will take place at the students' schools.

*\*\*\*Students must complete **all** the aforementioned pre-requisites before acceptance into the Training & Development Component. SLIP will notify prospective interns of their acceptance into the Training & Development Component near the end of January. The Training & Development Component is not paid.*

**SLIP Saturday Training & Development Component:** Sessions will be scheduled on select Saturdays from February through May 2021. Topics will include Dress for Success, Resume Writing, Interviewing Skills, Effective Communications, Computer Literacy, Financial Literacy, Professional Etiquette, etc. All SLIP participants are required to complete their college credit course (upon availability), paid for by SLIP, through STLCC during through the Saturday Training & Development Component. All students will complete the same course chosen by SLIP.

Students who compete for an internship position are expected to attend **all** assigned training sessions and to complete each session and college course with a satisfactory performance rating. *Attendance requirements will be in place for all Saturday Training & Development sessions which includes college classes.*

## SLIP PAID INTERNSHIP PLACEMENT

SLIP is very competitive!! Completion of the Saturday Training & Development Component **does not** guarantee internship placement. However, a satisfactory evaluation and a passing grade in the required college course is required to receive a job placement. Students will be notified about their internship placement status after the completion of training.

Dates of Summer Internships: June 21, 2021 – August 13, 2021

Rate of Pay: Interns will be paid at least \$10.00 per hour during their summer internships.

Work Hours: *Most* positions are from 8:00 a.m. – 5:00 p.m. (Monday - Friday) for the summer 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.

Types of Intern Work Responsibilities: Varied Work Experiences – *the following are examples* – **a.)** Working in an office making spreadsheets, data processing, processing mail, filing and answering phones; **b.)** Researching business information and creating reports with the information gathered; and **c.)** Working in various areas of a hospital such the intensive care unit, medical records or the emergency room providing support to the medical staff.

Expectations for Completion of Summer 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 summer internship experience and attend periodic scheduled sessions. Employers are expecting interns who are hired for the summer internships to complete the entire summer internships with no interruptions.

### Application Deadline:

**December 1, 2020**

SLIP will notify applicants of next steps in January 2021.

Scan this QR code to complete the application online. You will need to email all forms that require a signature. An applicant must have a GMAIL email address to access the online application.



2021



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TEEN CENTER OF EXCELLENCE - 9200 WEST FLORISSANT AVENUE - ST. LOUIS, MO 63136
(314) 371-7547 • BGCSTL.ORG/SLIP

Applications and required attachments must be submitted to the SLIP office via email to slipnc@stlouisinternship.org, by U.S. mail, or in person on or before December 1, 2020

Please write legibly using a black or blue pen only.

PERSONAL INFORMATION

Form with fields for Name, Date, Address, City/State, Zip Code, Home Phone #, Cell Phone #, Email Address, Social Security Number, Date of Birth, Age, High School, Grade Level

ETHNIC BACKGROUND (please check one)

Form with checkboxes for Asian, Black or African-American, Bi-Racial or Multi-Racial, Native American or Alaska Native, White or Caucasian, Native Hawaiian or Other Pacific Islander, and an Other (please specify) field.

GENDER (please check one)

Form with checkboxes for Male and Female.

FINANCIAL NEED DETERMINATION (You must fill out completely)

Form with questions: Do you receive free or reduced lunch? Yes ( ) No ( ) Family Annual Income: Parent(s)/Guardian(s) Name: Number of Family Members, including you, in household: Note: Income documentation will be required at a later date for statistical purposes.

EXTRACURRICULAR ACTIVITIES, ORGANIZATIONS & PROGRAMS (if applicable)

Form with three rows for Activity #1, Activity #2, Activity #3, each with a Year(s) of Participation field.

JOB-RELATED SKILLS/CLASSES (If applicable)

Form with text: List any classes you have taken for your career interest: Please indicate the software in which you are proficient: Microsoft Word ( ) Microsoft Excel ( ) Microsoft PowerPoint ( ) Other

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### CAREER CLUSTERS

Below is a partial list of career interests. Rank your top four interests according to your preference. Indicate your choices by 1st, 2nd, 3rd, & 4th. This does not guarantee an internship placement in either of the categories listed. Only indicate four (4) interests.

Accounting	( )	Communications	( )	Information Technology	( )
Advertising/Marketing	( )	Education	( )	Law/Legal Agency	( )
Banking/Finance/Investment	( )	Engineering	( )	Manufacturing	( )
Broadcasting	( )	Governmental Agency	( )	Real Estate	( )
Civic/Family/Youth Development	( )	Healthcare	( )	Other_____	( )

### COLLEGE CREDIT - DUAL ENROLLMENT

As part of SLIP's employability training, you will become a dually enrolled college student at St. Louis Community College (*upon availability*). You will not be registered in a college class until you complete all of the necessary processes with SLIP and STLCC. You will be able to earn transferable college credit after acceptance into SLIP's Training & Development Component. More information will be forthcoming about this free opportunity through SLIP.

### VOLUNTARY SELF-IDENTIFICATION

The information reported in the following questions is confidential. It is strictly collected for the purpose of providing additional support to aid in successful completion of the entire program.

Do you receive additional academic support at school?	( )	yes	( )	no
Do you receive services from a social worker at school?	( )	yes	( )	no
Do you have an individualized educational plan (IEP)?	( )	yes	( )	no
Do you receive any special assistance at school?	( )	yes	( )	no

### ADDITIONAL RESOURCES

SLIP has a number of resources available to its participants, including individual therapy. In addition to these resources, SLIP's partnership with the Boys & Girls Clubs of Greater St. Louis provides access to free services (i.e. dental care, vision care, etc.). All SLIP participants will become a Boys & Girls Club member.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

### ATTACHMENTS - Please submit the following along with your completed written application:

**300 Word Typewritten Personal Statement** - On an attached sheet, please answer **one** of the following questions:

**1.)** Why should SLIP select you for an internship? **2.)** How will your participation with SLIP benefit you? *Your personal statement should be typewritten and at least 300 words.*

**Letters of Recommendation** - Two (2) typewritten letters of recommendation are required to be submitted with this application. Your principal, counselor, teacher, or community volunteer who is familiar with your work should complete a letter of recommendation. We **will not** accept recommendations from friends or family members.

**Current Transcript** - Your high school transcript, not a report card, must be included with this application.

**Social Security Card & Birth Certificate** - Please attach a copy of your social security card and birth certificate so that we can verify employment eligibility. This is required in order to work in the United States.

**\*\*Please ensure that all forms are signed and that you have included all attachments.\*\***

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**Acknowledgement Form**

Student Name (please print) \_\_\_\_\_

**NO GUARANTEED PLACEMENT STATEMENT**

I hereby understand that my participation in the St. Louis Internship Program (SLIP) is voluntary and I am not obligated by this statement to remain in the Program for a specified period of time. I, furthermore, understand that I am not guaranteed an internship placement. By signing this statement, I acknowledge that I am participating in the Program with full knowledge that there are only a limited number of internships available – the number of students seeking internships may limit a student’s placement potential.

**PHOTO RELEASE STATEMENT**

I hereby grant to the St. Louis Internship Program (SLIP) the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of SLIP related photographs or videotaped images of the undersigned student for use in connection with the activities of SLIP or for promoting, publicizing or explaining the Program or its activities or its participating employers. This release includes, without limitation, the right to publish such images in SLIP’s newsletter, flyers, brochures, alumni publications, website, and public relations/promotional materials. These images may appear in any of the wide variety of formats and media now available to SLIP and that may be available in the future, including but not limited to print, broadcast, videotape, CD-ROM and electronic/online media. All photos taken are without compensation to me (the undersigned). All electronic or non-electronic negatives, positives, and prints are owned by SLIP.

**COLLEGE CREDIT – DUAL ENROLLMENT**

As part of SLIP’s employability training, the student will become a dually enrolled college student at a St. Louis Community College (upon availability). The student is not registered in a college class until all the necessary processes with SLIP and STLCC are completed. Upon acceptance into SLIP and after completion of the entire class, the student will earn transferable college credit. The student’s performance in the college class directly impacts their final evaluation for SLIP’s training. The final grade in the class will be a part of the student’s permanent college academic record. After registration, if a student does not complete the class or fail to withdraw, the grade earned will remain on their permanent collegiate record. SLIP will pay all fees associated with this class and will provide more detailed information during our orientation.

*I hereby acknowledge that I have read and understand the terms of this release and acknowledgement statements for the above-named minor. By signing this form, you agree to the terms that are outlined above.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_