the Chickasaw Nation

Chris Anoatubby
Governor

Department of Culture and Humanities / Literary Arts Division
1020 North Mississippi Avenue / Ada, OK 74820 / (580) 272-9326

Unpaid Internship Program Application

Applicant information: (Please type or print clearly.)

Name: _____
First Middle Last Suffix

Birth date: _____ Gender: ☐ Male ☐ Female

Mailing information:

Note: You are responsible for keeping the Chickasaw Nation Unpaid Internship Program informed of your current address.

Mailing address: _____
Street City State ZIP

Physical address: _____
Street City State ZIP

Home phone no.: (____) _____ Cell phone no.: (____) _____ ☐ Cell phone same as home phone

Email address: _____
Note: The Chickasaw Nation Unpaid Internship Program will provide you with program information, updates and reminders via email. Please make sure that you regularly maintain this email account.

Education information:

College/university name: _____

Current classification: ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate ☐ Doctorate ☐ International student

Degree: ☐ Bachelor of Arts ☐ Bachelor of Science ☐ Master of Arts ☐ Master of Science
☐ Doctor of Philosophy ☐ Other: _____

Major: _____ Minor: _____

Cumulative grade point average (GPA) (on a 4.0 scale): _____ Expected graduation date: _____
MM/YYYY

College credit: ☐ Yes ☐ No Required internship hours: _____

Skills and abilities:

List your computer programming, software application and technical skills here. Also include laboratory techniques, research skills, etc.

_____

_____

_____

Accomplishments: (Fill out this section completely. Please type or print clearly. Attach additional sheets if necessary.)

1. In which field or agency(ies) are you interested in working and why?

_____

_____

_____

2. List any significant skills or accomplishments that may be relevant to your unpaid internship placement.

3. What are your professional aspirations?

4. What is your reason for participating in the unpaid internship program?

5. How will this unpaid internship opportunity relate to your short and long-term academic goals?

6. What career goals do you wish to accomplish during this unpaid internship opportunity?

7. What personal growth would you like to accomplish during this unpaid internship opportunity?

Eligibility checklist:

The unpaid internship program is available to Chickasaw citizens and non-Chickasaw citizens who meet the following criteria at the time applying:

- Students who have a cumulative grade point average of 2.0 or higher (on a 4.0 scale).
- Full-time undergraduate or graduate students pursuing a degree at a college/university.
- Students classified as a college/university sophomore, junior, senior or graduate student.
- Unpaid internship placement lasts a minimum of six weeks and maximum of 10 weeks (i.e., 400 hours).
- Must not be dually enrolled in high school/college.

Application checklist:

Applications must include:

- Completed and signed application.
- One letter of recommendation.
- Most recent official college/university transcript(s).
- A professional resume.

Provisions:

Unpaid interns are provided with the following:

- 400-hour internship opportunity.

Unpaid internship conditions:

To satisfactorily complete program requirements, interns must:

- Agree to and abide by the policies set forth by the Chickasaw Nation Internship Program.
- Submit a weekly report of the activities completed.
- Provide a survey of the program upon its completion.
- Provide all completed documentation including agreement forms, logs, reports and all other items used in the evaluation process on or before established deadlines.

Applicant signature _____ Date _____

For further information, contact:
The Chickasaw Nation Unpaid Internship Program
Attn: Cultural Enhancement
Phone no.: (580) 272-9326

Mail completed application and supporting materials to:
The Chickasaw Nation Unpaid Internship Program
Attn: Cultural Enhancement
1020 North Mississippi Avenue
Ada, OK 74820

The Chickasaw Nation Department of Culture and Humanities and the applicant agree to strictly maintain the confidentiality of all information disclosed hereunder, or any amendments thereto. The parties agree that the information contained in said application will be considered “Confidential Information” and will not be disclosed to third persons, except upon written consent of the applicant or as otherwise required by law.