



the
**Chickasaw
Nation**

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

Bill Anoatubby
Governor

Internship Program Application

Applicant information: (Please type or print clearly.)

Name: _____
First Middle Last Suffix

Birth date: _____ Gender: ☐ Male ☐ Female Social Security no.: _____

Mailing information: Please indicate where you would like your hard copy mail sent.

Note: You are responsible for keeping the Chickasaw Nation 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.: (____) _____

Email address: _____

Note: We 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: _____

Classification: ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

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

Major: _____ Minor: _____

Cumulative grade point average (GPA): _____ Expected graduation date: _____

College credit: ☐ Yes ☐ No Required internship hours: _____
MM/YY

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 internship placement.

3. What are your professional aspirations?

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

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

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

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

Eligibility checklist:

Applicants must meet all the following criteria:

- Have a minimum cumulative GPA of 2.5 (on a 4.0 scale).
- Be a Chickasaw citizen.
- Be between the ages of 18-25.
- Cannot be dually enrolled in high school/college at the time of applying.
- Be enrolled and pursuing a degree in a college or university on a full-time basis.
- Be enrolled as a sophomore, junior, senior or graduate student at the time application is submitted.

Application checklist:

Applications must include:

- Completed and signed application form.
- Two letters of recommendation.
- Most recent college transcript(s).
- Professional resume.
- Driver's license copy.

Provisions:

Interns will be provided with the following:

- Bi-weekly pay.
- One-time round-trip airfare (or mileage) to and from the internship placement location.
- Housing accommodations.

**Please note that lodging is for the intern only. Family and friends cannot be accommodated.*

Internship conditions:

To satisfactorily complete the Chickasaw Nation Internship Program, interns must:

- Complete a minimum of six weeks and a maximum of 10 weeks in the *Chickasaw Nation Internship Program*;
- Agree to and abide by the policies set forth by the Chickasaw Nation Internship Program;
- Submit a weekly report of the activities completed;
- Mutually agree on an internship timeframe regarding start and end date;
- Provide all completed documentation including agreement forms, logs, reports and all other items used in the evaluation process on or before established deadlines; and
- Consent to undergo testing for the presence of illicit drugs and alcohol in accordance with the Chickasaw Nation's drug testing policy.

Disclaimer: The Chickasaw Nation is a sovereign First American nation and does not recognize state-issued medical marijuana cards, licenses or prescriptions.

Applicant signature

Date

All applications **must be in the department of culture and humanities on or before established deadlines:**

Spring semester - November 1
Summer semester - February 1
Fall semester - August 1

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

Mail completed application and supporting materials to:
The Chickasaw Nation Internship Program
Attn: Cultural Enhancement
501 South 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.