



AGBU New York Summer Intern Program

55 East 59th Street, New York, NY 10022-1112

Tel: (212) 319-6383 x132 Fax: (212) 319-6346 Email: nysip@agbu.org

AGBU Mission Statement

AGBU, established in 1906, is a non-profit philanthropic organization in over 25 countries, reaching more than 400,000 Armenians annually. Its purpose is to preserve the Armenian identity and heritage and promote the Armenian culture through educational, artistic, and humanitarian programs.

NYSIP Mission Statement

The AGBU New York Summer Intern Program (NYSIP) was established in 1987, and is dedicated to developing the next generation of Armenian leaders through professional internships and a cultural curriculum. Not only will selected participants gain valuable career experience, but they will also return to their local communities with a deeper sense of pride in their Armenian heritage. Ultimately, participants will benefit from a greater understanding of their cultural identity as future professionals and Armenian leaders.

AGBU New York Summer Intern Program

June 2010 - August 2010 (8 weeks)

NYSIP Description

Each summer, 30-35 promising Armenian undergraduate and graduate students from around the world are selected to participate in an eight-week program. While in New York, students intern at major companies and organizations, and participate in educational, cultural and social activities that highlight current and Armenian topics. Many companies in New York City now require that student interns receive college credits for their internships.

During the summer, interns will:

- ♦ Work 40 hours a week in office of assigned internship
- ♦ Participate in all mandatory cultural, educational, and social activities
- ♦ Participate in a community service project
- ♦ Adhere with all AGBU NYSIP policies regarding work performance and personal conduct
- ♦ Reside in the New York University dormitories
- ♦ Complete an 8-week internship

NYSIP Fees

- ♦ \$50 application fee
- ♦ \$2,500 participation fee
(\$1,000 of which is non-refundable in case of withdrawal from Program)
* Financial aid available to students demonstrating need
(please attach note requesting financial aid application)

NYSIP Placement Procedures

A NYSIP staff member will conduct comprehensive telephone interviews with accepted applicants to discuss possibilities for internship placements. Based on obtained information, the NYSIP staff will begin an individualized internship search for each applicant in an effort to find the most suitable placement. The length of time required to find the best internship for each applicant varies depending on the current market, job availability, and student experience.

Accepted NYSIP applicants must be prepared to prove themselves on the job through consistent hard work, inquisitiveness, and a cooperative attitude. It is important for applicants to have realistic expectations for the duties assigned to them at the start of their internship. The ultimate success of each participant's experience depends on the time and effort invested in it.

NYSIP Application Requirements

- ♦ Writing sample (research paper)
- ♦ Applicants may be selected, at random, for a telephone interview
- ♦ All international applicants and exchange students studying in the US will be contacted for an English language proficiency interview via telephone

NYSIP Eligibility Criteria

Applicants must be:

- ♦ Of Armenian descent
- ♦ A sophomore, junior, senior, or graduate student
- ♦ Enrolled in an accredited college or university
- ♦ Between the ages of 19 and 26
- ♦ High academic achievers with a minimum overall grade point average (GPA) of 3.0 (B) and above, or international equivalent
- ♦ Active participants in public service oriented activities - serving in Armenian and non-Armenian communities

Visa

Please note that all international students must have a valid visa to enter the United States.



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Application Checklist

All application packets must be received by **December 1, 2009.**

Mail to: **AGBU NYSIP**

**55 East 59th Street
New York, NY 10022**

In one envelope, please include one copy of the following documents in the order listed below.

Please do not staple your material.

- a) _____ Completed application form
- b) _____ 2 passport photos
- c) _____ One page resume (CV) hardcopy
- d) _____ Emailed resume (CV) to nysip@agbu.org
- e) _____ NYSIP essay
- f) _____ Writing sample (research paper/published work)
- g) _____ \$50 application fee, made payable to AGBU PC-NYSIP
- h) _____ Note requesting a financial aid application (if applicable)

The following materials may be sent separately, but must be received by December 18, 2009:

- a) _____ Current official transcript in a sealed envelope
- b) _____ Two letters of recommendation in their sealed & signed envelopes

Applications missing any of these materials will not be considered.

Questions?

212.319.6383 or nysip@agbu.org

2010 Summer Internship Program Calendar:

Application deadline: December 1, 2009

Notification: January 19, 2010

Waitlist notification: February 4, 2010



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Application Summer 2010

Application Deadline: **December 1, 2009**. Please type or print clearly.

Personal Data

| | | |
|--------------------------|-----------------------------------|-------------|
| Last Name | First Name | Middle Name |
| Date of Birth (MM/DD/YY) | Place of Birth (City, Country) | |
| Age | Social Security/ID/ or Passport # | Citizenship |

Current Address

Valid Until _____

| | | | |
|--------------------|----------------------|-----|---------|
| Street | Apartment # | | |
| City | State | Zip | Country |
| Current Home Phone | Mobile Phone | | |
| Email | Permanent Home Phone | | |

Parental Information

| | | | |
|-----------|----------------------|---------------|----------------------|
| Last Name | Father's Name | Mother's Name | Mother's Maiden Name |
| Street | Apartment # | | |
| City | State | Zip | Country |
| Email | Permanent Home Phone | | |

Emergency Contact

| | | |
|------------|--------------|--------------|
| Name | Relationship | |
| Work Phone | Home Phone | Mobile Phone |



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Name of Applicant: _____

Essay

(Responses to each question should be 350 to 500 words typed. Questions may be answered in one essay. Please type your responses.)

1. What do you hope to gain by participating in the AGBU New York Summer Intern Program? How will the program, other interns, and the Armenian community benefit from your participation?
2. Explain your career aspirations and the educational plan you intend to use in order to reach your goals.
3. How do you define leadership? Which leader (Armenian or non-Armenian) do you believe best exemplifies your definition of leadership? Please specify in what ways. What qualities does this individual possess that you would like to acquire?

How did you hear about the Program?

(Check all that apply)

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> AGBU News Magazine | <input type="checkbox"/> AGBU Website |
| <input type="checkbox"/> Armenian Newspapers | <input type="checkbox"/> Parents |
| <input type="checkbox"/> Alumni of Program | <input type="checkbox"/> NYSIP |
| <input type="checkbox"/> PSIP | <input type="checkbox"/> YSIP |

Name

Relationship

Year Participated

Other (please specify): _____

Applicant Signature

The information given above is complete and accurate to the best of my knowledge.
(I am aware that any misrepresentation will result in the disqualification of my application).

Print Name

Signature

Date



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Name of Applicant: _____

Internship Area Selection

Among the choices listed below, number your selections as 1, 2, 3 to indicate your first, second, and third choices. Choose only the categories in which you would like to be considered for an internship.

Advertising

- Creative
- Sales

Architecture

Arts

- Administration
- Film and Theater
- Fine Arts
- Music
- Performing Arts

Business

- Accounting
- Administration
- Banking
- Finance
- International Business
- Marketing
- Information Systems

Education

- Administration
- Research
- Teaching

Engineering (specify) _____

Government

Information Technologies

International Relations

- Human Rights
- Research
- Diplomatic Relations

Law

- Commercial
- Corporate
- Criminal
- International Law

Marketing

Media

- Journalism
 - Print: Newspaper/Magazine
 - Broadcast
- Radio
- Television

Medicine

Nonprofit

- Advocacy
- Women's Issues

Public Relations

Sciences

Other (specify) _____



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Recommendation Form

To the applicant:

Please choose two individuals from whom you wish to obtain a recommendation and give each a copy of this sheet. One letter of recommendation must be written by a college or university professor or advisor who is familiar with your academic performance, and preferably one who has had a first-hand opportunity to evaluate some significant aspect of your academic work. The second letter may be written by another professor, or an employer. Avoid recommendations from personal acquaintances, i.e. family friends, parish priests, etc.

Applicant's Last Name (Please print)

First Name

Middle Name

College or University

Applicant's Signature

Date

To the recommender:

Thank you for taking the time to write on behalf of this applicant who is applying to the AGBU New York Summer Intern Program. Please answer all the questions listed in the table. In addition, on a separate sheet of paper (school or business letterhead), please describe in narrative form why you endorse the student as a nominee for the AGBU New York Summer Intern Program. Be sure to address what you know about the student's academic and professional experiences, participation in extracurricular activities, leadership potential, aptitude and achievement in his or her chosen field. Kindly mail your recommendation along with this form to **AGBU NYSIP (55 East 59th Street, New York, NY 10022)** **OR** you may return your recommendation letter with this form to the applicant in a sealed and signed envelope **before December 1, 2009.**

Recommender's Name and Title (Please print)

Organization/Institution

Daytime Phone

Fax

Email

Recommender's Signature

Date

How do you rate the candidate on the following criteria?

| | OUTSTANDING TOP 10% | VERY GOOD TOP 20% | ABOVE AVERAGE TOP 25% | BELOW AVERAGE BOTTOM 50% | UNOBSERVED |
|------------------------|------------------------|----------------------|--------------------------|-----------------------------|------------|
| Intellectual Curiosity | | | | | |
| Seriousness of Purpose | | | | | |
| Motivation | | | | | |
| Leadership | | | | | |
| Academic Achievement | | | | | |
| Potential for Growth | | | | | |