



ALA Summer Internships (in the U.S.) **Guidelines**

QUALIFICATION

Who can apply?

- Applicant must be current undergraduate or graduate student (or graduated/graduating in 2021)
- Applicant must have completed at least 2 years of undergraduate study by the start of the internship
- Applicant must be a U.S. citizen of Latvian descent and living in the U.S.
- Applicant must be or become an ALA member by the application deadline
- The maximum age for an applicant is 29

THE INTERNSHIP

What will the intern have to do?

- Dependent on the intern's experience and/or field of study, the intern will be given assignments and responsibilities by the internship mentor/supervisor. Refer to the "ALA Summer Internship Profiles" document to learn what each internship may entail.

Where will I work?

- Some of the internships are being offered in-person at the organization's office, while some are entirely virtual. Some positions will have both in-person and virtual components. Refer to the "ALA Summer Internship Profiles" document for location information for each internship.

Will the intern be paid?

- ALA is offering a \$2500 scholarship per intern. If you are interested in receiving the scholarship, please make sure to answer the question on the application that asks if you would like to receive it!

Note: You will receive a 1099-MISC from ALA in January/February 2022 and may have to report the scholarship amount to the IRS when filing your taxes.

Will ALA find housing for me?

- No, each intern is responsible for finding housing and making necessary travel arrangements for the internship.

How good do my Latvian language skills need to be?

- Language requirements differ for each internship – refer to the "ALA Summer Internship Profiles" document to find out more. There are multiple positions that only require English.

How much will I have to work?

- To qualify for the \$2500 scholarship, the intern must work the equivalent of 8 full-time weeks (320 hours). The time period of the internship is to be determined by the employer and the intern, but the internship is expected to be completed no later than September 30.

What else will I be responsible for doing as part of the ALA internship program?

- All interns will need to sign a contract with the employer and the American Latvian Association before starting the internship.
- All interns will need to prepare a short review/summary of their experience towards the end of the internship, to be published in ALA's annual report or *Latvian Dimensions* journal – you will receive details regarding the writing assignment via email from projects@alausea.org.

Note: If an intern fails to complete the full term of the internship and these additional responsibilities, they may be asked to re-pay the \$2500 scholarship (within a month's time).

THE APPLICATION

How can I apply?

- Apply for the internship program by completing the *Google Form* application, found on ALA's website. *Please remember to also email your resume, become an ALA member, and (if applicable) send your W9 form to the ALA office.*

Can I choose which internship I would like?

- We recommend that the applicant choose a 1st, 2nd, and 3rd preference of internship when filling out the application. In the next question, the intern will have the opportunity to check off as many internships as they are interested in. ALA will try to accommodate applicants' preferences, but cannot guarantee a top choice, especially if there are multiple candidates for each position.

When is the application deadline?

- Applications for the ALA Summer Internship Program (in the U.S.) must be submitted by **May 2, 2021 24:00 EDT**. This means that, by midnight:
 - the online application should be submitted;
 - the applicant's resume should be e-mailed to projects@alausea.org;
 - the applicant should have taken care of the ALA membership payment online (if not already a member).

Note: If several positions remain unfilled by mid-May, ALA may re-open the application and allow for a second deadline.

When will I find out whether I have been hired for an internship and where I will work?

- Applications will be evaluated and shared with the employers the week of May 3. ALA expects to notify applicants via email regarding an internship placement the week of May 10.

If I have asked for the scholarship, when should I receive the money?

- The ALA office will only mail out your check when your signed W9 form has been received. Expect a check in the mail 1-2 weeks after your mailing of the W9 form.

Contact with more questions: projects@alausea.org