



# ALA Internship Program (USA)

## Guidelines

### QUALIFICATION

#### Who can apply?

- Applicant must be of Latvian descent or Latvian **currently** living in the USA age 20 – 29.
- Applicant must be 20 years old by June 1, 2024 and/or
- Applicant must have completed two years of study by June 1.
- Anyone who meets the criteria above can apply to for an internship. ALA grants are available only to residents of the US.

### 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 I be paid?

- No.

#### Can I apply for a scholarship?

- ALA is offering a \$2500 scholarship per intern for US residents. 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. There is a limited amount of scholarships.

*Note: You will receive a 1099-MISC from ALA in January/February 2025 and may have to report the scholarship amount to the IRS when filing your taxes.*

**\*\*ALA will only award a full \$2,500 scholarship to first-time (ALA) interns. If you previously received a scholarship from ALA in the "Prakses programma Latvijā" or "Prakses programma ASV" program, you will not be eligible for a scholarship this summer. If you receive a scholarship this year and plan to participate in "Prakses programma Latvijā" or "Prakses programma ASV" again in the future, you will not be eligible for a second scholarship.**

#### 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?**

- The intern must work the equivalent of 180 hours. The time period for the internship is to be determined by the employer and the intern, but most internships are completed by August 31.
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### **What else will I be responsible for doing as part of the ALA internship program?**

- All interns will be responsible for contacting via email and a video chat program their internship coordinator.
- All interns will be responsible for sending a weekly/bi-weekly report of hours worked to [programs@alausea.org](mailto:programs@alausea.org)
- All interns will need to prepare a short review/summary of their experience to be published in ALA’s annual report or *Latvian Dimensions* journal by September 1, 2024.

*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 by September 1, 2024.*

## **THE APPLICATION**

### **How can I apply?**

- Complete the *Internship application form* Google Form located on the ALA webpage ([www.alausea.org](http://www.alausea.org)).
- Organize a *Letter of Recommendation* is sent to: [programs@alausea.org](mailto:programs@alausea.org).
- Become or renew your ALA membership
- Complete and mail a W9 form to the ALA office.

### **Can I choose which internship I would like?**

- We recommend that the applicant choose a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> preference when filling out the application. ALA will try to accommodate applicants’ preferences, but cannot guarantee a 1<sup>st</sup> 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 **February 29, 2024 24:00 EST.**

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

- Applications will be evaluated by March 7, 2024. ALA will notify applicants via email regarding an internship placement by March 14, 2024.
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### **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 W9 form.

**Contact with more questions: Liga Ejups at [programs@alausea.org](mailto:programs@alausea.org)**