



ALA Internships (in the U.S.) Guidelines

QUALIFICATION

Who can apply?

- Applicant must be of Latvian descent or Latvian currently living in the USA.
- Applicant must be 20 years old by June 1, 2023 and/or Applicant must have completed two years of study by June 1.
- 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. There is a limited amount of scholarships.

Note: You will receive a 1099-MISC from ALA in January/February 2024 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?

- To qualify for the \$2500 scholarship, the intern must work the equivalent of 160 hours. The time period of the internship is to be determined by the employer and the intern, but most internships are completed by August 31.

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
- 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, 2023.

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, 2023.

THE APPLICATION

How can I apply?

- Application for the program will open **January 3, 2023**. Please complete the *Google Form* application, found on ALA's website. *Please remember to also email your Letter of Recommendation, 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. ALA will try to accommodate applicants' preferences, but cannot guarantee a 1st 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 28, 2023 24:00 EST**. This means that, by midnight:
 - the online application should be submitted;
 - the applicant's Letter of Recommendation should be e-mailed to programs@alausea.org;
 - the applicant should have taken care of the ALA membership payment online (alausea.org) if not already a member.

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, 2023. ALA will notify applicants via email regarding an internship placement by March 4, 2023.

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: Liga Ejups at programs@alausea.org