



**FOR REFERENCE ONLY. Please apply online: <https://bit.ly/3dUoJCL>.**

## Winter – Spring 2022 Leadership Enrichment Internship Employer Application Form

### APPLICATION PROCEDURE

Organizations interested in hosting a UO student intern for 10-12 hours a week in Winter – Spring term 2022 (January 3, 2022 – April 29, 2022) should [apply online](#) by **Friday, September 10, 2021**.

### SELECTION TIMELINE

- August 23, 2021: Employer applications open.
- September 10, 2021: Employer application deadline.
- September 22 – 24, 2021: Employer applicants notified.
- September 22, 2021: Student applications open.
- October 15, 2021: Student application deadline.
- October 15 – December 8, 2021: Review process (includes virtual interviews with DEI staff and employers).
- December 8 – 13, 2021: Student applicants notified.
- December 13 – 31, 2021: Human Resources employment and onboarding documentation complete.
- January 3, 2022: LEI program begins.

### Part A: Employer Information

Internship supervisor name: Click or tap here to enter text. Pronouns (optional): Click or tap here to enter text.

Supervisor position/title: Click or tap here to enter text.

Phone number: Click or tap here to enter text. Email address: Click or tap here to enter text.

Organization and unit/department: Click or tap here to enter text.

Organization address: Click or tap here to enter text.

How did you hear about the LEI program? Click or tap here to enter text.

#### Office of the Vice President for Equity and Inclusion

Willie and Donald Tykeson Hall (Office 401), 6216 University of Oregon, Eugene, OR 97403  
541-346-3175 | [vpinclusion@uoregon.edu](mailto:vpinclusion@uoregon.edu) | [inclusion.uoregon.edu](http://inclusion.uoregon.edu)



### Internship Supervisor Demographic Information (select all that apply)

*Your responses will be kept confidential; limited DEI staff have access to your responses but no personally identifiable information will be available to anyone outside the office.*

Gender identity:  Woman  Man  Non-binary  Prefer not to say  Prefer to self-describe: Click or tap here to enter text.

Do you identify as transgender?  Yes  No  Prefer not to say  Prefer to self-describe: Click or tap here to enter text.

Sexual orientation:  Straight/heterosexual  Gay or lesbian  Bisexual  Queer  Asexual  Prefer not to say  Prefer to self-describe: Click or tap here to enter text.

Race(s):  Native American  Alaskan Native  Asian or Asian American  Black or African American  Native Hawaiian or Other Pacific Islander  White  Some other race, ethnicity, or origin  Prefer not to say  Prefer to self-describe: Click or tap here to enter text.

Ethnicity: Are you of Hispanic, Latinx, or Spanish origin?  Yes  No  Prefer not to say  Prefer to self-describe: Click or tap here to enter text.

## Part B: Internship Position Description

On a separate page, provide a description for your proposed internship position. Please address the following:

- Internship position title.
- Description of the organization and website.
- Diversity statement, if available.
- Position purpose and description.
- Core responsibilities and project(s).
- 3 – 5 Qualifications, skills, and experience (required vs. preferred).
- Learning outcomes and benefits of the internship.
- Schedule, duration, and format/location (i.e. Remote, in-person, or hybrid. Consider if/how you might adapt the position if an in-person/hybrid internship is not possible due to health and safety concerns.)
- Supervisor name and title.
- Number of positions available.

*Note: An internship is an educational experience; the proposed position should help students develop professional competencies. The required qualifications and experience should be commensurate with what the average undergraduate student would have; essential functions of the*

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*position should be commensurate with the requirements and align with the expected workload. The information provided will be used to create the job posting.*

## Part C: Internship Rationale and Structure

Please respond to the following questions:

1. Describe how the Leadership Enrichment Internship program aligns with the mission, values, and goals of your organization and/or unit. How will the proposed internship position support the mission of the LEI program?
2. What does mentorship mean to you? Describe your plan to help your intern develop professionally.
3. How does your organization promote and advance diversity, equity, and inclusion in the workplace?
4. What will you do to ensure your intern receives the necessary training and tools to succeed in their role? How will you make them feel welcome as a temporary member of your team?

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5. List any COVID-related accommodations or expectations that might impact your intern's experience or working conditions. If this is an in-person internship, what measures will your organization put in place to ensure the health and safety of employees?

6. Is there anything else you would like to share? (Optional)

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