

Questions for Application:

1. Name (short box) (reason: fundamental information)
2. Email address and phone number (short box) (reason: fundamental information)
3. Gender (short box) (reason: fundamental information)
4. How did you learn about ASPEN? (short answer) (reason: this can help you see how people are learning about the program and what marketing types are reaching the targeted public)
5. What skills do you have to offer this program? (short answer) (reason: It will allow you to gain a deeper understanding of what they are truly capable of that may not show up on a resume)
6. What do you hope to gain from this internship? (short answer) (Reason: understanding the purpose for applying for the internship, their goals, if they are the right fit in the specific program, if they are serious about the internship)
7. How will this internship prepare you for your future goals? (short answer) (reason: has the candidate carefully considered their future? Or is this just an internship to pass the time? The answers to this question will allow you to gain insight into their drive and motive)
8. Tell us about a time when you experienced a problem or obstacle that had no clear solution. How did you come up with a solution? What were the results and were you satisfied with them?(short answer) (reason: is the candidate able to problem solve and analyze a situation thoroughly?)
9. Tell us about your extracurricular involvement. How has that prepared you for this internship? (short answer) (reason: are they coming into a field they know anything about? This will tell if the candidate is ready for an internship that deals with the topic of domestic abuse on a daily basis)
10. We have 3 wonderful avenues by which you can intern with: (list the 3 avenues once we know what we're gonna call them). What avenue are you most interested in working with and why? (short answer) (reason: this question may be most helpful when the intern program picks up and multiple candidates are applying. It will allow you to see where their interests lie within the program)

Extra questions either to replace ones above or to add to the application

What excites you about this internship? (short answer) ( are they interested in what ASPEN does?)

Why did you pick your major? (short answer) (reason: Some college students don't have a clear path and may be in the middle of changing their major. This question will allow you to see if they are dedicated to the major and the time being used at the internship will be worth while)

In what ways would you like to create value as an intern? (short answer) (reason: this question will show if the candidate has done their homework on ASPEN. Do they want to make a difference positively?)

#### Skills and tasks:

Depending on what exactly each of you would like your intern to complete, the skills to be learned can be in the lines of:

- Bringing awareness to the issues of domestic abuse, sexual assault and human trafficking
- Understanding primary prevention as it pertains to violence prevention and translating that information into primary and secondary lessons that meet the Montana Health Enhancement Core Standards for each grade level.
- Understanding how ASPEN's abuse support and prevention education is provided to the people living in the 7,000 square miles of ASPEN's service area. Learning how to write Grants
- Participate in basic advocacy training and become a support line advocate on ASPEN'S 24 hour support line service.
- Shadow different educational programs and outreach events ASPEN provides throughout Park, Sweetgrass and Meagher counties.

#### Audiences we can market this to:

- Provide flyers to universities in the state
- Provide information to professors in fields such as psychology & Health & Human Development so they can recommend the internship to students
- Provide information to libraries in the appropriate counties
- College students will be the primary focus for this internship platform

#### My take:

\*From experience, students will be grateful for any type of experience from the field they are hoping to go into. This means that even filing paperwork or shadowing one of you will be extremely beneficial even if they don't work with the people one-on-one. Through the internship, they will have the ability to absorb what is going on around them and gain an understanding of what you truly do at ASPEN. Because internships are typically short, this can mean with certain

events you all have, or projects needing to be completed, you can dedicate some grunt work to the interns and provide your expectations along with the project. These projects can be outlined first hand so they know what to expect. Previous interns can outline this for time saving purposes. It provides more grunt work for the interns and they will learn immensely the purpose of ASPEN.

#### Extra Points:

- Jenny jo, do you have any pictures of you doing the prevention work in schools? That may look very nice for the website if you are willing to show your face there. Unfortunately, the ones I have aren't very good, but we can use the stock photos you picked out, they're great!. Perfect!
- Having the candidates provide their resume is also beneficial. Would this count as one of the questions in the application? Or can it be separate? Let's have them separate and use the application as a screening tool. That way we can request resumes from select applicants who meet our criteria and not have to sift through irrelevant resumes. Great question!

#### Stock Photos:





# INTERNSHIP





