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**Internship Placement Application Form**

***Use this form to request an intern for Summer 2022***

**Name:**

**Title:**

**Organization:**

**Phone:** **Email:**

|  |  |
| --- | --- |
|  | **My organization is interested in hosting an Academy intern for approximately 11-12 weeks (May/June**  |
|  | **through August/September 2022).** Our 2021 programs were 80% virtual. A decision about the 2022 program will depend on current public health guidance, but will be either 100% virtual or in-person. Would you be willing to support a virtual internship program?Yes No **Our ideal start date for an intern is:**  |

**Please indicate which Academy internship program fits with your organization’s need:** ([Click here for a description of each program](https://www.nasi.org/internship-opportunities))

|  |  |
| --- | --- |
|  | Merton C. Bernstein Internship on Social Insurance(policy, communications, research)  |
|  | Somers Aging and Long-Term Care Research Internship (research and writing focus) |
|  | Eileen Sweeney Graduate Internship in Disability Policy |
|  | Rashi Fein Internship on Health Policy |
|  | Congressman Pete Stark Health Policy Internship (graduate students only) |

**Will you supervise the Academy intern personally?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**If not, who will be supervising the Academy Intern?**

Name**:**

Phone**:**

Email**:**

Department in which student would work:

**Work Description**

(Or please attach an existing intern position description, if you have one.)

**What are the essential functions you might expect the student to perform?**

**Are you prepared to provide reasonable accommodations for a qualified applicant with a disability?**

(We appreciate as much detail as possible to ensure a good match between prospective interns and your organization.)

**Student qualifications:** *(Please note if required (r) or preferred (p).*

Prior course work:

Computer skills:

Other necessary qualifications:

**Program funding:** As of last year,the Academy is compensating interns in our program according to Washington, DC’s minimum wage ($15/hour as of July 1, 2020). Depending on how many hours a week an intern works (30-40 hours/week) and how many weeks (10-12 weeks), the amount each student earns may range from $4,500-$7,200 for the summer. The Academy’s total cost (including recruitment, placement, and ongoing support to each intern throughout the summer program) is significantly more than the honorarium interns receive.

**Will your organization be able to contribute at least $4,500-$7,200 to cover your intern’s honorarium?**

**Will your organization be able to contribute beyond the honorarium to help cover the full cost of the program? If yes, how much additional will you be able to contribute?**

**If you have a limited budget, please indicate what amount you will be able to contribute (by June 30, 2022).**

The Academy is committed to providing the best possible professional experience for each intern. Lack of funding will not disqualify promising placement opportunities, but adequate funding is taken into consideration as we determine the size of the 2022 cohort and how many students we can serve. Thank you for your support.

**Please send your completed form by e-mail to** **dcowens@nasi.org****. Thank you!**

**Devin Cowens**

External Relations Manager

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