



Internship Process for a **Triskeles Foundation** Internship
Youth Experiential Learning Program (YELP)

By working closely with mentors, students, families and schools, our staff is able to find interesting, educational internships for young adults. There are several steps involved in the internship process, so please read these carefully.

STEPS TO AN INTERNSHIP

1. **Contact** the Triskeles Foundation via website, phone, email or fax per the information below.
2. **Fill out** and return an Initial Student Interest Form and a Student Profile. These give us all your contact information, and tell us a little about you.
3. **Application Fee:** There is a \$25 application fee due before the interview; this covers a portion of our costs to start the internship process and lets us know you're serious.
4. **Interview:** A staff person from YELP will contact you to set up a time for an interview where we will:
 - a. Talk more in-depth about your profile and interests
 - b. Figure out one or several areas you would like to pursue for your internship
 - c. Figure out the best timing that you can commit to an internship
 - d. Decide what your geographic commuting range is
 - e. Go over some fundamentals of an internship
 - f. Answer questions that you might have
 - g. Talk about our fees (application fee and suggested donation for the internship) based on a sliding scale format.
5. **Mentor Search:** Once you have discussed the internship with parents, if necessary, and paid the application fee, we will conduct a mentor search based on the submitted and discussed information that you have provided to us. We screen the mentors, meet with them to talk about the process and then coordinate your internship with the best possible mentor that we feel will be meaningful and within your interest area.
6. **Interview with Mentor:** You will set up a time to interview with the suggested mentor to discuss the internship possibilities and details.

7. **Student Packet:** Once you and a mentor agree on the internship, the following forms in the Student Packet (Internship Agreement, Medical Form, Informed Consent and Release, Media Release*) have to be filled out and returned to the Triskeles Foundation at least 5 days before beginning your internship. Please be aware of the importance of completing and returning these in a timely and legible manner.
8. **Donation:** Whatever your family's means are, we ask that you donate to the Triskeles Foundation to help cover our costs, before the internship actually begins. As of October 20, 2008, a minimum donation of \$350. is required to do an internship (except for Green Internships funded by the Helen Bader Foundation and targeted primarily for underserved minority youth). An Internship Support Letter with an explanation of our costs and a Sliding Scale Suggested Donation table is sent to each intern.
9. **Begin** and complete your internship.
10. **Site Visit:** A YELP staff member will visit you onsite to discuss your progress and to possibly take pictures.
11. **End of Internship:** Evaluations are due from both mentors and interns ~ preferably within two weeks of concluding the internship.
12. **Certificate and Recommendations:** Be sure you ask for a *Letter of Recommendation* from your mentor. You will receive a *Certificate of Completion* from the Triskeles Foundation for completing your internship. We will also write recommendations based on your evaluations and our observations if you wish.
13. **Celebrate:** We invite our interns and mentors to come together periodically to talk about their experiences and to celebrate together.

* The Media Release is the only option form. All the others must be in PRIOR to starting your internship.

TRISKELES FOUNDATION

Mark Birdsall, Director of Youth Programs

707 Eagleview Boulevard Suite 105, Exton, PA 19341

Email: mdbirdsall@triskeles.org

Website: www.triskeles.org

Phone: 610-321-9876

Fax: 610-321-0995