

Indiana Black Expo Inc.
Internship Program
3145 North Meridian Street
Indianapolis, IN 46208
Tel: 317.925.2702
Fax: 317.925.6624
www.indianablackexpo.com



IBE[®]

Indiana Black Expo, Inc.

Internship Program

- Learn from Indiana Black Expo's professional staff
- Gain valuable professional work experience and training
- Internships tailored to student schedules whenever possible

INTERNSHIP PACKET INSTRUCTIONS

1. Read over the contents of the entire internship packet carefully to familiarize yourself with our organization and its goals, and to ensure that you meet the necessary qualifications for an internship at Indiana Black Expo Inc.
2. Complete a formal application.
3. Submit a copy of your application, resume and two letters of recommendation from your academic advisor, school counselor, or professors in your academic school to:

Indiana Black Expo Internship Program
C/o Human Resources
3145 North Meridian Street
Indianapolis, IN 46208

4. Please contact IBE at (317) 925-2702, or by e-mail at humanresources@indianablackexpo.com if you have any questions concerning an internship with Indiana Black Expo Inc.

Internship Program Guidelines

I. Goal

To promote an understanding of the management of events and programs through observation and hands on experience

II. Internship Status

The intern will be under the supervision of full-time staff. Before being accepted for an internship the following items must be completed:

- Submit a resume and two letters of recommendation from their educational institution faculty
- Complete formal internship application and forward your most current academic transcript
- Personal or telephone interview with Manger of Internship Program and Department Manager.
- Consent to a criminal background check
- Attend an Intern Orientation session

III. Qualifications

- Must be enrolled in an educational institution and be in academic good standing at the time of scholarship distribution
- Completion of mandatory credit hours required by educational institution to engage internship
- Achieved an accumulative 3.0 GPA

IV. Requirements for Completing Internship:

- Completion of specified number of hours as required by educational institution
- Flexibility in scheduling; all internships may require evening and/or weekend hours
- Acceptable performance of assigned duties
- Satisfactory completion of one major project
- Attendance of required staff meetings
- Adherence to established dress code

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Professional Training Program

Indiana Black Expo, Inc. (IBE) is a non-profit, 501(c)(3) corporation founded in 1970 by civic and religious leaders. Its mission is to serve as an effective voice and vehicle for the social and economic advancement of African-Americans. IBE's programs focus on education, health, and community and economic development. The beneficiaries of its programs, services and events are inclusive of diverse ethnic and social groups. The organization encourages people from all backgrounds to participate in its programs and events.

INTERNSHIPS

An internship at IBE offers students the opportunity to participate in and live the Indiana Black Expo Inc. Motto; working together works! Each intern is exposed to various departments that work with each other to promote events during Summer Celebration, Circle City Classic® and year-round programming.

TIME COMMITMENT

The target internship duration is the first Monday in May until July 31. IBE will make every effort to afford the interns the greatest possible flexibility in scheduling internship hours. The time commitment may vary according to the intern's arrangement but hours increase two weeks prior to Summer Celebration and during the 10 days of Summer Celebration.

THE PROGRAM

If interns wish to receive academic credit for an internship, it will be the intern's responsibility to make arrangements with his or her school. IBE will provide the necessary job description and performance review upon request. Each intern will be required to provide a weekly report of tasks and projects completed for each week and a written evaluation of his or her program upon its completion.

Interns receive no pay. However, interns may be qualified to receive a scholarship and/or letters of recommendation to potential future employers once the internship is complete. Most interns will not only enhance or gain specific skills development in their area of interest, but will also enhance their project management, communication and volunteer management skills.

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Internship Application

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Mobile _____

Are you a student? _____ Yes _____ No Student I.D. Nbr. _____

Anticipated Graduation Date _____

If so, list the college or university you currently attend _____

Do you plan to receive school credit for the internship? _____ Yes _____ No

Period of internship:
_____ Summer

Hours available (check all that apply):

_____ Mornings _____ Afternoons _____ Evenings

Number of hours available per week: _____

Have you ever been convicted of a crime other than a minor traffic violation? _____ Yes _____ No
Disclosure of a criminal offense related to the position you are applying for does not necessarily disqualify you from employment.

If you answered "yes" please explain:

Briefly describe your skills and experience:

What are your career and academic goals?

What are your goals and expectations for an internship at IBE?

What special qualities do you feel you will bring to this internship?

Signature: _____ Date: _____

Office Use Only

Date Received _____

Internship Term _____

Department _____

Department Manager _____