



## Application for Project Based Internships

Thank you for your interest in an internship at Two Rivers Reserve! We are happy to accommodate as many proposed projects as we can. If you are interested in an internship but do not have a project in mind at this time, please consider our short-term volunteer application at [tworiversreserve.org](http://tworiversreserve.org). Projects will only be considered if the applicant is enrolled in an accredited university for undergraduate or graduate studies. All projects will be evaluated on an individual basis by our Internship Team. All projects that speak to the mission of Two Rivers Reserve are welcome, but project designs that are open to community integration, in any form, will be prioritized.

Please include a project proposal, an anticipated cost projection, a transcript (unofficial or official) and one letter of recommendation with your application. Please reach out for any questions or concerns at [tworiversreserve@gmail.com](mailto:tworiversreserve@gmail.com).

### Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Email: \_\_\_\_\_

Address:

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Telephone: Cell Home Work \_\_\_\_\_

### Education Information

Affiliated College or University (please list all that are applicable):

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Degree: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Clubs and Societies Membership:

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Languages: Fluent Proficient Beginner Native Speaker \_\_\_\_\_

Fluent Proficient Beginner Native Speaker \_\_\_\_\_

Fluent Proficient Beginner Native Speaker \_\_\_\_\_

## Project Proposal

Please include a project proposal and an anticipated cost projection with your application. The project proposal should state the purpose of your project, methods, how the project aligns with the values of Two Rivers Reserve and anticipated outcomes of the proposed project. An expense report will outline all expenses involved in the project and the anticipated funds used to complete the project. If your project is approved by the Internship Team, Two Rivers Reserve is happy to offer local mentorship and a discounted rate, of \$125 per week or \$500 per month, for room and board at the reserve. Applicants should include the discounted rate for room and board in their expense report. Accommodations for applicants who are self-funded can be made on an individual basis. Please contact the Internship Team at [tworiversreserve@gmail.com](mailto:tworiversreserve@gmail.com) with any questions or concerns.

## Letters of Recommendation

Please provide the below information about your recommender. Your letter of recommendation should be written by a professor or mentor who can speak to your ability to complete the proposed project. Family and friends would not be appropriate since the writer should know you in an academic or professional capacity. Your chosen recommender will be emailed at the address provided and will be prompted to return a recommendation via email.

Name of Recommender: \_\_\_\_\_

Institution: \_\_\_\_\_ Position: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_ Email: \_\_\_\_\_

## Transcript

Please include a transcript of all universities attended. Unofficial and official transcripts are accepted.

Please send filled in application form and additional documents to [tworiversreserve@gmail.com](mailto:tworiversreserve@gmail.com).

You will be notified within ten business days regarding approval of your proposed project. Thank you again for your interest in Two Rivers Reserve. We look forward to working with you!

### Application Checklist:

- Accurate Personal Information
- Accurate Educational Information
- Project Proposal
- Anticipated Cost Projection
- Recommender Information
- Transcript