

**U.S. ARMY HERITAGE AND EDUCATION CENTER INTERNSHIP PROGRAM
INTERN JOB DESCRIPTION AND APPLICATION**

The USAHEC internship program offers unpaid volunteer internships for undergraduate and graduate level students attending accredited universities. Students must be receiving credit for their internship from their academic institution. Interns are not part of the Army Civilian Career Internship Program. Interns are not in any way guaranteed paid positions after the completion of their internship. Housing arrangements and incidental expenses are the responsibility of the intern.

INSTRUCTIONS: The internship supervisor will fill out blocks 1a-2d. The applying student will fill out blocks 3-10 and submit to the USAHEC's internship coordinator.

1. JOB DESCRIPTION

1a. JOB TITLE:

1b. DUTIES

2. STUDENTS MUST MEET OR EXCEED THE FOLLOWING REQUIREMENTS:

2a. DECLARED MAJOR:

2b. REQUIRED COMPLETED COURSE WORK:

2c. REQUIRED PREVIOUS EXPERIENCE:

2d. OTHER

APPLICANT INFORMATION

Privacy Act Statement

AUTHORITY: Army Regulation 608-1, Army Community Service Center

PRINCIPAL PURPOSE: To record essential background information on student volunteers to assist in determining qualifications for unpaid volunteer positions within the U.S. Army Heritage and Education Center.

ROUTINE USES: This form is the basis for the student volunteer's personnel file and will be used as reference for evaluations and other personnel actions. This form may be provided to the student's academic advisor if requested.

DISCLOSURE: Voluntary. However, failure to provide the requested information may exclude you from consideration for selection to participate in the U.S. Army Heritage and Education Center internship program.

3. NAME: *(last, first, middle initial)*

4. ACADEMIC INSTITUTION:

5. CURRENT EDUCATION LEVEL:

6. REQUIRED INTERNSHIP HOURS:

7a. DESIRED INTERNSHIP START DATE (yyyymmdd):

7b. DESIRED INTERNSHIP END DATE (yyyymmdd):

8. EMAIL:

9. PHONE:

10. ACADEMIC ADVISOR CONTACT INFORMATION:

11. NOTES (INTERNSHIP COORDINATOR USE ONLY):