**2020 Externship Program Application**

**First Year Externs**

**Qualifications to Apply**

* **Current 9th through 11th-grade high school girls.**
* **Able to commit to the required dates and times listed in the “2020 Externship Program Information, First Year Externs” document.**
* **Submit a completed Externship application by Sunday, January 5, at 11:59 pm. The application should be filled out with black/blue ink or electronically, proofread for spelling and grammatical errors, and have every required section completed.**
* **LATE SUBMISSIONS WILL NOT BE CONSIDERED.**

**A Complete Application Packet Will Include:**

* A completed application (without any required sections missing)
* Two required short essays
* Your current high school transcript (official or unofficial)
* Optional: 2 recommendation letters (highly suggested)

**Application Scoring Guide and Essay Rubric**

We encourage all girls who are interested in the Externship program to apply! Applicants will be selected based on the score of their overall application. Applicants will be graded based on the following point system:

|  |  |  |
| --- | --- | --- |
| **Section** | **Point Range** | **Total Possible Points** |
| Essays\* | 0-12 points (per essay) | 24 points |
| Academics and extracurriculars | 0-4 points | 4 points |
| Recommendation letters (optional) | 0-3 points (per letter, maximum 2 letters) | 6 points |
| **TOTAL POINTS POSSIBLE** | | **34 points** |

\*The essay scoring rubric is found on the following page:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Traits** | **Weighted Value** | **3** | **2** | **1** | **0** |
| **Fully answers the prompt** | X1 | Writer fully answers and explores the prompt | Writer answers the prompt but does not fully explore the topic with much depth | Writer somewhat answers the prompt and does not explore the depth of the prompt | Writer does not answer the prompt |
| **Compelling/ Persuasive** | X2 | Essay is a compelling story and told persuasively | Essay is moderately compelling and a little persuasive | Essay lacks in compelling and persuasive ideas | Essay is not compelling or persuasive |
| **Organization/ Writing Mechanics** | X1 | All sentences are well-constructed and have varied structure and length; the author makes no errors in grammar, mechanics, and/or spelling; essay is well-organized with a strong intro, body, and conclusion | Most sentences are well-constructed and have varied structure and length; the author makes a few errors in grammar, mechanics, and/or spelling; essay has somewhat an organizational structure | Sentences sound fragmented or are difficult to understand due to numerous errors in grammar, mechanics, and/or spelling; organizational structure is somewhat present, though sometimes confusing | There is no organization nor structure and the grammatical and spelling errors prevent the reader from understanding the essay |

**Application may be submitted by one of the following options:**

**Email:** [KZertuche@girlsinc-oc.org](mailto:KZertuche@girlsinc-oc.org)

with subject stating: 2020 Externship Application- Your First and Last Name

*Example: 2020 Externship Application- Stella Strong*

**Mail to:** Katherine Zertuche, Externship Coordinator

1815 Anaheim Ave., Costa Mesa, CA 92627

**Drop-off at:** Girls Inc. Youth and Family Center during business hours (Monday-Friday 9am-5pm)

1815 Anaheim Ave., Costa Mesa, CA 92627

| Girls Inc. of Orange County2020 first year Externship Program Application Due by Sunday, January 5th, 2020 at 11:59 pm | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Applicant Information** | | | | | |
| Full Name: | | | | | |
| School: | | Grade: | | | Age: |
| Email: | | | | | Phone: |
| Current Address: | | | | | |
| City: | | State: | | | ZIP Code: |
| **Parent/GUARDIAN Information** | | | | | |
| Parent/Guardian Name (1): | | | | | |
| Email: | Phone: | | | Relationship to Applicant: | |
| Highest Education Level: | | | Current/most recent occupation: | | |
| Parent/Guardian Name (2, optional): | | | | | |
| Email: | Phone: | | | Relationship to Applicant: | |
| Highest Education Level: | | | Current/most recent occupation: | | |
| **ACADEMIC & Extracurricular Information** | | | | | |
| All applicants are required to submit their most recent high school transcript (official or unofficial) with their application. | | | | | Current GPA (weighted 9-12): |
| Extracurricular Activity #1: | | | | | Years Involved: |
| Extracurricular Activity #2: | | | | | Years Involved: |
| Extracurricular Activity #3: | | | | | Years Involved: |
| Academic Achievements/Awards: | | | | | |
| **Please name any previous Girls Inc. programs You have been involved with** | | | | | |
| 1) | | | | | Dates: |
| 2) | | | | | Dates: |
| 3) | | | | | Dates: |
| 4) | | | | | Dates: |
| 5) | | | | | Dates: |
| **USING THE INDUSTRIES** **PROVIDED,**  **LIST THE TOP FOUR INDUSTRIES YOU ARE INTERESTED IN PURSUING** | | | | | |
| 1) | | | | | **Arts, Business, Education, Engineering, Finance, Health Care, Human Resources, Legal, Medical, PR/Marketing, Project Management, Science,**  **Other (specify which**) |
| 2) | | | | |
| 3) | | | | |
| 4) | | | | |
| **HIGHLY SUGGESTED LETTERS OF RECOMMENDATION** | | | | | |
| In addition to this required application form, transcript, and short essays, you are invited to submit 1-2 optional letters of recommendation. Two letters of recommendation are **highly** suggested.  A recommender may be a teacher, coach, mentor, school counselor, employer, Girls Inc. staff, etc.   * Recommendation letters from family members will not be accepted. * If you have had previous Girls Inc. programming, we highly suggest reaching out to your past mentor to ask if they can write your letter of recommendation.   Once a recommender has been selected by the applicant, please have recommender email the completed letter of recommendation to the following account: **giocexternshipprogram@gmail.com**   * Please have recommenders email subject line state:   + 2020 Externship Recommendation - Extern First and Last Name   + *Example: 2020 Externship Recommendation – Stella Strong*   **Recommenders may write their letter in any format desired.** There is a Recommendation Form template that may be used by the recommender, but it is **not required.** This Recommendation Form template can be found at: <https://www.girlsinc-oc.org/programs/externship-program/> next to the program applications.  Letters of recommendation must be submitted by January 5th, 2020 at 11:59 pm.  **Late submissions will not be considered.** | | | | | |
| **REQUIRED SHORT ESSAYS AND OPTIONAL BLURB** | | | | | |
| You must respond to **Essay 1 and Essay 2** using the questions below. Each short essay must have a minimum of 400 words and maximum of 600 words.  **Essay 1:** Why would you like to join the Externship Program? How do you think the professional development trainings and summer internship would prepare you for your career goals and/or impact your personal life?  **Essay 2 - Please choose one of the following prompts:**  Where do you see yourself in 10 years (i.e. job you’d like to be working, degree(s) obtained, other life plans)?  OR  Do you think your current high school GPA reflects your academic ability or potential? Why or why not?  **Blurb:** On the last page there is a section for you to answer an optional question: Is there anything you would like the application committee to know about you? This question has a 150-word max.  Use the provided space or attach essays as an additional document.  Please use black/blue ink or type your responses electronically. | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| **Optional: Is there anything you would like the application committee to know about you?**  **150-word max** | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |