



2018 Delaware Public Purchasing Association **INTERNSHIP PROGRAM**

PROGRAM DESCRIPTION

The Delaware Public Purchasing Association invites eligible college students to apply for an internship through the Chapter. This important initiative provides college students with experience of working in a high impact and professional environment for a state, and county or city office. The purpose of these internship are to provide exposure to the Procurement and Supply Chain Management fields. This internship program is a non-paid position and is solely for the use of obtaining work experience and college credit.

PROGRAM REQUIREMENTS

- Any Delaware College student who has completed their junior or senior year may apply and must be in good academic and conduct standing with their college or university.
- The internship will last between **10 to 12** weeks, depending on the number of hours needed.
- Upon acceptance into the internship program, some agencies may require you to sign confidentiality statement before your internship begins.
- When submitting the application please select the location of where you wish it preform your internship. Current Internship location are as follows: State of Delaware, New Castle County Government offices and the City of Dover.
- When accepted you will receive notification and further details from the sponsoring agency

APPLICATION COMPONENTS

Completed applications must have all three components submitted to be considered. Upon acceptance you will be notified via telephone and in writing.

1. Cover Letter
2. Application Form
3. Resume (1 page)
4. Short Answer Questions



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Application

Personal Information

Last: _____ First: _____ Middle Initial: _____

Address: _____

Email: _____ Phone: _____

College:

School: _____ Graduation date: _____

Name of Counselor: _____ Phone: _____

Major(s): _____

Year (Jr)/ Sr: _____ Overall GPA: _____

Requesting Internship For: Year _____

Fall _____ Winter _____ Spring _____ Summer _____

Total Number of hours needed: _____

How did you hear about the *Delaware Public Purchasing Association* internship program?

_____ **School Career/ Counselors Office**

_____ **Professor**

_____ **DPPA Member (Name of member)-** _____

_____ **Other: (Please explain)-** _____

Please email completed application packet to CCrawford@newcastlecount.gov.

Or call 302-395-5262 for more information





SHORT ANSWER QUESTIONS

***** Please answer the following questions in your own words. Please include each question along with your answer. Do not exceed the word count and two page limit. *****

1. Describe the primary purpose of Internship. (100 words)
2. How would this internship relate to your future educational and/or career goals? (150 words)
3. How will this experience help you prepare for a diverse workplace? (100 words)
4. What skills will you gain from this internship? What goals have you set for yourself, and what challenges do you anticipate? (200 words)

*****Make sure to attach your (1 page) RESUME to your short answers*****

**Did you complete the entire application?
EMAIL Application packet to ccrawford@newcastlecounty.gov.**

- **Cover Letter**
- **Application Form**
- **Resume (1 page)**
- **Short Answers**



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CRITERIA FOR EVALUATION OF PROPOSALS

To maximize your chances of placement, please carefully review the following criteria on which proposals will be evaluated and prioritized. (Note – part of the experience of this internship is the application process, so the quality, thoughtfulness and accuracy of your application will be taken into consideration!)

- A.** You must have approval from your college or university before you can apply.

- B.** Applications are evaluated on the quality of how they are written and presented. Details and clear explanations will greatly increase your chances of being placed. Carefully answer all questions on application form. **Please proofread** before you submit your application!

- C.** Your proposed internship must be relevant to your educational goals or stated career interests. The majority of your time at your internship should be spent in activities designed to stimulate learning and gain experience.

- D.** Applications must be typed on a computer. Short answer questions should be written in your own words. Please do not copy information from the organization's web site or position description.