



Please Note: This is a reference copy of the position description form. Your description must be submitted online to be processed successfully.

ASE Position Description and Sponsorship Form (Fields and Instructions)

*** Indicates a Required Response**

- * Mentor Salutation (Mr., Mrs., Dr.), First and Last Name, Title and Organization
- * Mentor's Contact Information: Email and Mailing Addresses, Business Phone Number
Mentor Fax Number and Web Page Address

If someone other than the mentor completes this form, we request contact information for that person as well (title, email, phone number).

Position Description

- * Create a title similar to a technical article such as "Garter Snake Field Research" or "Web Page Development."
- * Position Discipline (list provided)
- * Number of ASE interns that you will be accepting for this position
- * Describe the internship project or research problem in 4 to 5 sentences. Explain its broader significance.
- * List the primary activities and procedures that the intern will perform.
- * What does your organization do? If relevant, what is your lab's focus?
List websites, textbooks, or other resources where students can research the project/organization.
- * Is special clothing or footwear required? * If required, please describe.

Prerequisites

- * List any prerequisites for the position: coursework, special background, skills, any physical requirements (i.e. ability to lift 20 lbs, ability to crawl under desks to reach computer cords, etc.).
- * Is there a minimum age requirement for this position? If yes, please enter the minimum age the intern must be at the **start** of the internship.
- * Is there a minimum grade requirement for this position? If yes, please enter the grade that the intern must have **completed** at the **start** of the internship.
- * Will the intern be asked to travel and stay overnight as part of the internship (i.e., for long-distance field work, conferences or other internship activities)? Yes or No
- * Will your company require the intern to take a drug test? Yes or No
- * Will your company require the intern to have a security/background check? Yes or No
- * Does your intern need to be a US citizen? Yes or No

If no, please check one or both of the following:

- Can you hire an intern who is NOT a U.S. citizen but IS a PERMANENT RESIDENT in the U.S.?
- Can you hire an intern who is NOT a U.S. citizen but is LEGALLY ABLE TO WORK in the U.S.?

Optional Questions

Please select ALL ethnic groups with which you identify (list provided).

Mentor Education: School attended and degree earned

Internship Sponsorship

For researchers with NSF or NIH grants, it might be possible to secure supplemental funding in order to support an ASE intern. Your granting program officer can assist with this. Please contact ASE if you have questions about this or any other aspect of sponsorships.

Cost per intern: \$2,200

Recommended Optional Stipend: \$1,000

* Please choose one option to continue:

I will provide funding for my ASE internship.

I might have funding, but it is not confirmed yet.

Even if you do not have funding right now, please let us know the sponsorship you plan on providing so that we may be able to anticipate position funding levels for the summer.

Someone else at my organization handles the internship funding.

If another person at your organization is responsible for internship funding, please fill out their contact information so that we may contact them with questions.

* Contact Salutation, First and Last Name, Title

* Contact Email Address and Business Phone Number

I will not provide funding for my ASE internship.

If there is an invoicee and benefactor(s) who are someone other than the mentor, we request contact information for those people as well (title, email, phone number).

Internship Sponsorship Amount

Cost per intern: \$2,200

Recommended Optional Stipend: \$1,000

Intern Stipend

Please calculate the stipend amount that you would like to pay your interns this summer.

* number of interns _____ x stipend per intern \$ _____ = \$ _____ Total stipend

+ ASE Program Sponsorship

Please indicate the sponsorship that you are able to give ASE to offset program costs this summer.

* number of interns _____ x cost per intern \$ _____ = \$ _____ Total ASE program sponsorship

= Total amount that ASE will invoice me for: _____

Please add your total stipend and your total program sponsorship together and place in the box above.

* Funding is: Pending or Approved

* If pending, date of expected approval (month/year)

Fiscal Year of your Organization: * Start (month/year) * End (month/year)

Thank you for signing up for the Apprenticeships in Science and Engineering Program!