



## **Professional & Technical Services Internship Program**

TerraGraphics' Vision Statement is to become a leader in meeting the intent of the Small Business Association (SBA) HUBZone program by providing educational and occupational opportunities within our communities and by enhancing the lives of our employees for generations to come.

In demonstrating our commitment to this Vision, TerraGraphics (TG) has developed a Professional & Technical Services Internship Program to encourage and emphasize college education and community involvement. Supporting students in their education is important to TG. We are committed to helping educate, inspire, and develop tomorrow's leaders.

### **Program Overview**

The Professional & Technical Services Internship Program will recognize and reward young adults for attending college and contributing time to their communities. The Program is only open to applicants residing within a HUBZone designated area and must be enrolled in an accredited public or private college, university, or trade school to be selected and to remain in the Program. Every recipient will be required to dedicate a minimum of 40 hours per month to attending class for your professional development and providing research assistance as requested. In return for compliance with the program eligibility requirements, each student will receive 40 hours per month at Washington State's minimum wage. All funds will be administered through regular Payroll twice each month and are subject to all withholdings as such.

Throughout the year, communications to all employees will be delivered to announce current internship openings. Employees are encouraged to share the announcement and invitation with their family and friends. Applications will be collected and award notifications will be made throughout the year as internships are awarded. The effective period will be from the date of award and evaluated on a routine basis, with terms to be determined by the Executive Team as funding and opportunities allow.

Application data and other information received and reviewed will remain confidential. Awards will be determined by unanimous approval of the Executive Team or a selection committee.



## **Eligibility**

Internship recipients will be required to:

- Submit a completed application (Exhibit A) and be approved for an award in accordance with this Program
- Reside in a designated HUBZone area and provide all required documentation
- Attend an accredited public or private college, university, or trade school
- Every recipient will be required to dedicate a minimum of 40 hours per month to attending class for your professional development and providing research assistance as requested
- Record hours daily in the TG Timecard system
- Participate in an annual Career Path discussion with TG personnel as assigned by the Program Manager or Human Resources. This communication will require discussions on academic performance and the recipient's career objectives

If any of the above eligibility requirements are not met, participation in the Internship Program will not be allowed/will discontinue.

## **Evaluation Criteria**

Selections by Committee or by Executive Team will consider the following attributes when determining scholarship awards:

- Application résumé (including school organizational involvement, extracurricular activities, volunteer work, employment history, etc.)
- Essay response
- Grade Point Average
- TG Employee reference
- Financial need

Preference will be given to current TG employees' immediate relations, but relation is not required. Local students and local colleges will also receive favored treatment in the selection processes.



## **Internship Application Instructions**

1. Complete the following forms:
  - Applicant Information Form with signature
  - Résumé Form (do not provide a separate résumé)
  - Essay (no more than 500 words)
2. Please type or print neatly (single-sided; do not write on back).
3. Provide report cards or transcripts for the last three years.
4. Provide proof of HUBZone Residency (e.g., driver's license, voter registration card, copy of rental lease, affidavit from landlord, letter from school Residential Department with your name and address, a utility bill for electricity, gas, cable, internet, or landline phone). Cell phone bills will not be accepted. These documents must be unexpired.
5. Send a complete package with all attachments to Jacquie Linton at [internships@terragraphics.com](mailto:internships@terragraphics.com)



**Exhibit A**

**Applicant Information Form**

Student Name: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
Number and Street (No P.O. Box)

\_\_\_\_\_  
City State Zip Code

Date of Birth: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

College/Trade School to Attend: \_\_\_\_\_

Anticipated Graduation Date (Mo/Yr): \_\_\_\_\_

Address Where You Will Reside:

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City State Zip Code

Other schools attended in the last three years, if different from above.  
Give dates of attendance.

\_\_\_\_\_

**Referring TerraGraphics Employee**

Name: \_\_\_\_\_ Relationship to  
TerraGraphics  
Employee: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Exhibit A**
**Résumé Form**

1. What course of study will you pursue? \_\_\_\_\_

Examples: Biology, Medicine, Teaching, Engineering, etc.

Which college(s) or university or trade school do you plan to attend?

Have you been accepted or are you currently enrolled for the current or coming quarter/semester?      Yes      No

**For items 2-5, include all that applies in the spaces below. If you run out of lines, use the space after Item 5. Please do not attach a separate résumé to this application.**

2. List any organized school-related activities you engaged in (indicate offices held, letters received, years active)

ACTIVITY	POSITION or OFFICE/LETTERS RECEIVED/ETC.	TIME PERIOD/YEAR IN SCHOOL

3. List any outside-of-school activities and/or volunteer work. (Scouts, 4-H, Church Groups, Charitable organizations, etc.)

ACTIVITY	POSITION or OFFICE/OTHER INFO	TIME PERIOD/YEAR

4. Indicate your employment history below

TYPE OF WORK/ POSITION	From		To		Avg. Hours Per Week	Attended School Concurrently (yes or no)	Duties/ Responsibilities
	Year	Month	Year	Month			



## Exhibit A

5. Provide information about honors, awards, or other accomplishments, whether scholastic (science, math, etc.) or non-scholastic (music, sports, etc.)

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\*Use the space below to include additional information on the categories above, if needed.

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## Exhibit A

## Essay

Describe your educational choices (e.g., major and minor courses of study, college you plan to attend, etc.) and other life goals you have. Offer what passions are driving you and include experiences that have helped shape those passions, choices, and decisions you've made. Tell us what this scholarship would mean to you and how it will help you attain your educational goals.

Please write in the space below or attach a separate typed document to this application. (No more than 500 words.)

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a guide for writing. There are no margins, text, or other markings on the paper.



## **TRANSCRIPTS**

\*Attach last 3 years of report cards or transcripts to application packet