

**UCI  
HUMANITIES INTERNSHIP PROGRAM**

FREQUENTLY ASKED QUESTIONS

LETTER OF RECOMMENDATION

**Who should I ask to write my letter of recommendation?**

Your letter of recommendation must be written by a UCI faculty member or TA, with whom you have worked. You should ask someone who knows your intellectual interests and academic profile. You would be wise to provide the writer with a copy of your transcript and information about the internship program. Also, do not wait until the last minute to request your letter of recommendation.

**Is there a special format for the letter of recommendation?**

While there is no required format, please ask that the writer submit the letter on UCI letterhead. Please ask that they include their department and title (eg. Jane Doe, UCI Department of History, Teaching Assistant). It is also helpful if the letter includes how they know you and for how long.

**To whom should the letter be addressed?**

While there is no required salutation, "Humanities Internship Program Selection Committee" or "To Whom it May Concern" is fine.

**Does the letter of recommendation have to be sealed?**

No.

**Can letters be E-mailed?**

E-mail letters of recommendation are acceptable provided they include the name, department and title of the writer. E-mail letters to [raschel@uci.edu](mailto:raschel@uci.edu).

**Does the faculty member/TA have to submit the letter of recommendation him/herself?**

No. In fact, it is preferable that the letter of recommendation be submitted at the time you turn in your application packet. You are responsible for insuring that your letter of recommendation is received by the application deadline. No exceptions.

STATEMENT OF INTEREST

**What should my statement include?**

- a) Why you are interested in the program
- b) What you hope to gain out of the program
- c) A brief summary of your work and volunteer experience. Try your best to leave high school behind and focus on college years.

**Should my statement be double or single-spaced?**

Either is fine, just be sure it is easily readable and no more than one page.

**Should I submit a resume?**

No, not at this point in the process. If you are selected as a finalist you will work with a Career Counselor to develop a resume which will be submitted to the employer.

WRITING SAMPLE

**I don't have a writing sample under 5 pages, what should I do?**

Consider reformatting your paper or change the font (no smaller than 10 pt.) to meet the 5 page maximum. Double or single-spaced is fine, just be sure it is easily readable and no more than 5 pages.

**Do I need to turn in the actual "assignment" for the writing sample?**

No, writing the assignment/prompt on the top of the paper is sufficient. In fact, please do not submit a separate, lengthy assignment page.

**May I submit a graded paper that includes notes from the instructor?**

You may submit either a graded or "clean" sample.

**Part of my assignment for the paper is a photograph/image, is that ok?**

Yes, if the image is absolutely necessary. Images will be copied in black /white.

**The citations for my paper make it 6 pages, is that ok?**

No, 5 pages total.

INTERNSHIP SELECTION AND PLACEMENT

**I am going to be away for the first part of the summer, can I still apply?**

It is best that you be available the entire summer, or at least until you are hired. Many employers will hold interviews before the end of the spring quarter and expect you to begin work ASAP. Other employers may not interview candidates until July. Being available increases your chance of employment. Please discuss your situation with the program coordinator before applying.

**I am planning to enroll in summer school; can I still participate in the program?**

Yes. Typically employers are flexible regarding work schedules. Just be sure to tell your prospective employer about your hours of summer school.

**I am going abroad for the summer, can I still apply?**

No.

**Do I get to pick the internship I want?**

Applicants who are selected to interview with the faculty committee will be given the opportunity to indicate which companies they are most interested in being placed. After the final candidates are selected, employers and interns will be matched based on the needs of the employers and skills, abilities, and interests of the interns.

**How can I find out what the job I am interviewing for is really like?**

Once you are matched with an employer and have attended an orientation meeting, you will have the opportunity to contact the intern currently in the position. You are encouraged to ask the current intern about the “culture” of the work place and learn as much as you can about the company and job duties. You should also read the intern “testimonials” on the intern web site.

**What are the chances of me getting an internship?**

A variety of factors including: the number and strength of applicants; the number of available internships; your flexibility. Sometimes companies join the program after the student application deadline. Thus, internship opportunities that you were initially unaware of become available. Or, if an intern candidate drops out of the program before beginning a job, that increases your chance of placement. The more open you are, the better your chance of landing a job. Keeping in touch with the program coordinator is also critical.

**I have never interviewed for a “real” job before, how can I be prepared?**

If you are selected as a finalist you will be required to attend an orientation meeting. At the meeting you will learn about the details of the program, interview tips and resume preparation. You will then have an individual meeting with a Career Counselor who will help you with your resume and interviewing techniques.

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