

CHICO STATE | ENTERPRISES

STUDENT INTERN INFORMATION FORM

Chico State Enterprises (CSE) needs to have information available concerning your student intern activities. This includes information regarding whom to contact in case of emergency, the kind of service you are performing, and the number of hours your internship is for. This form will allow you to identify your "Emergency Contact" and the kind of service you perform.

On behalf of the CSE, I would like to thank you for your cooperation and hope that you find your internship very rewarding.

Russell Wittmeier, Human Resources Director

rwittmeier@csuchico.edu

(530) 898-3536

Intern's Name

Phone Number

Current Address (Street)

(City)

(State)

(Zip)

Permanent Address (Street)

(City)

(State)

(Zip)

Email

Emergency Contact Person (Name)

(Relationship)

(Contact Phone)

(Contact Address)

Are you a current employee of CSU, Chico, or the Chico State Enterprises? ___yes ___no If yes, who is the employer and where do you work? _____

Description of Duties of Intern:

Under the supervision of the Head Resident Advisor, Resident Advisors will directly supervise 12-16 high school participants and assist in the supervision of all 220-240 participants. Resident Advisors will live in the residence hall for the duration of the 6-week program and are responsible for the following: Submitting weekly written evaluations on participants; Supervise participants to assure their safety and well-being; Aid in academic classes and maintain a tutoring schedule; Monitor and evaluate participants' academic and social progress; Motivate participants toward higher education; Organize social, cultural, and recreational activities; Be on-call 24 hours a day M-Th, Fri 8am-3pm and Sunday afternoons.

Projected Hours of Service per Week _____

(Intern's Signature)

(Date)

(Project Director's Signature)

(Date)

(Project Name)

(Project Number)

Sponsored Programs Signature

Date

CSE HR Signature

Date

**SUPPLEMENTAL QUESTIONNAIRE FOR
RESIDENT ADVISOR INTERN POSITION**

Name: _____ Cell Phone # _____

Email address: _____

Please check **ALL** the following courses you have previously taken or feel comfortable tutoring in. From those checked rank them from 1 to 4, with #1 being the highest and #4 being the lowest.

<u>Check all courses you have taken in high school or college</u>	Rank 1-4 1 = High 4 = Lowest	
		English / Composition
		Integrated Math 1
		Integrated Math 2
		Integrated Math 3
		Pre-Calculus
		Calculus
		Statistics
		Anatomy
		Biology
		Chemistry
		Physics
		Agricultural Science
		Medical Terminology
		Robotics
		Computer Science
		Beginning Spanish
		Advanced Spanish

Please list top three athletic activities (#1 being the highest and #3 being the lowest) in which you feel comfortable and capable of supervising. If you have more than three, please write them down in the space below.

1. _____ 2. _____
3. _____

Please list three non-athletic activities (hobbies and/or interests) (#1 being the highest and #3 being the lowest) that you feel comfortable and capable of supervising. If you have more than three, please write them down in the space below.

1. _____ 2. _____
3. _____