



## SUMMER INTERNSHIP PROGRAM

### *applicant expectations*

Musana's internship program is a unique opportunity for students, young professionals, or anyone with a hunger to learn from the amazing people of Uganda! Utilizing Musana's development model, this internship program provides the chance to see what our values of local ownership, social entrepreneurship, sustainability, and accountability look like in practice. Musana's incredible Ugandan leadership is taking strides daily to transform their community, breaking the dependency mindset, and teaching the community to BE their own catalysts for change. Our interns work alongside our local leaders and staff to experience and learn from them!

With less emphasis on task-oriented projects, this internship program focuses more on cultural immersion, building relationships, and exposure to the greatest social issues in Uganda. Our interns automatically build on their own skills and talents by engaging with different perspectives and approaches.

Past interns have come from various backgrounds in areas such as education, public health, occupational therapy, dentistry, social work, communications, finance, and art. With different professional paths, they had one common interest - **a desire to listen and learn** from local initiative!

### **The goals for this program include, but are not limited to:**

- ✓ Immersing you in Musana's unique model of community development, established in Iganga, Uganda
- ✓ Utilizing your strengths to continue and improve Musana's service within the community
- ✓ Building upon our opportunity to provide new self-sustainability projects within our organization
- ✓ An opportunity to grow personally, mentally, interpersonally, and spiritually
- ✓ Inspiring you to live a life of service and love, regardless of whether you serve on local or foreign soil

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### **APPLICATION REQUIREMENTS:**

- Applicants must be 21 years of age or older (if you are not 21, we will look at applications on a case-by-case basis for applicants 18-20 years of age).
- Be willing to commit to attend once a month training sessions in January, February, March, April and May.
- Complete application packet:
  - Online application form
  - Resume
  - 3 References - 1 personal and 2 work-related

- 3 Essays | No more than 500 words per essay. Please answer the following questions:
  - What events, thoughts, and feelings have led you to the point of wanting to apply for this internship?
  - How has your worldview been shaped up until now and how do you expect it to change and/or grow with this internship?
  - How do you view this trip as part of your life-long growth as a person, servant, and leader?
- Liability Waiver & Medical Information Form
- COVID-19 Release Form
- Background Check Form
- Agreement to Policies & Procedures (within this doc)

Be committed to fundraising the entire cost of your trip prior to departure in May. Resources, ideas and tools will be provided during the first training session.

Current passport OR passport application or renewal in process

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## THINGS TO KNOW BEFORE APPLYING:

### INTERN CANDIDATE CHARACTERISTICS

When traveling to and living in a completely foreign country, it can often be frustrating as you are plugged into a different way of life. As an intern at Musana, it is important that you are a person who is:

- Extremely open-minded and accepting of different ways of doing things, even though it may not be how you see things and/or would do things.
- PATIENT - no matter what, but especially when things don't happen how and when you would like.
- Strong and patient when faced with corruption, being cheated, manipulated, or treated unfairly.
- Self-motivated and willing to brainstorm and implement ideas in a way that respects the people, staff, and culture of which you are living and working.
- Capable of adapting to situations that may feel uncomfortable (situations may challenge you spiritually, physically, and or emotionally). This includes being adaptable to the change of climate and diet, and able to stay positive even though you may be tired and hot.
- Comfortable being different from the rest of the community. As a foreigner, you may be prone to being stared at, laughed at, and possibly harassed (especially as a female).
- Respectful of the culture, including refraining from behaviors that may be normal at home but seen as offensive in Uganda (walking while eating, ignoring people you pass by, or flirting carelessly).

### HOUSING

An element of our internship program is a cultural immersion experience. Therefore, interns will be staying throughout the summer with host families. These families are local Ugandans who live in the Iganga community. They will be chosen by Musana's leadership and will provide housing and most of your meals. Interns will have their own bed and access to clean water.

*Note: To ensure the safety of interns, accommodation by host families is subject to change. Depending on the situation of COVID-19 in Uganda or any other circumstances out of our control, Musana may choose to have you stay at Musana's Guesthouse.*

### COST

Please consider the cost before applying for Musana's internship program. The cost for Musana's internship program is **\$5,800**. This amount covers the following expenses:

- Roundtrip airfare and travel insurance
- Lodging in Uganda (and any other overnight stays as dictated by flight schedules)
- Roundtrip transportation to and from the airport, work related internet and cell phones
- Most of your meals will be provided by your host family/guesthouse. You will be considered part of their family and should plan to eat when they eat unless you are at Musana working.
- Musana sponsored activities

Fundraising is an integral part of your internship experience. Don't let money keep you from applying for the Musana Internship. Fundraising guidelines and materials will be provided.

*Interns are encouraged to plan for additional expenses, like local transportation, personal cell phone coverage, personal in-country internet, entertainment, meals at Sol View, other snacks, and any weekend travel experiences (like hiking Sipi Falls or trips to Jinja). We encourage interns to allot an additional \$30-35 per week for weekly incidentals, plus any extra money for souvenirs and gifts.*

*Many Musana visitors enjoy exploring Uganda and the surrounding countries of Africa. Please plan accordingly if this is of interest to you. While Musana can suggest different areas to visit and modes of transportation, we will not cover any extra travel initiated by interns or help cover other incidental weekly costs if extra spending money is consumed by tourist activities and travel.*

A **non-refundable application deposit of \$50 is due with your application**. After your interview, if you are accepted to the program, a non-refundable deposit of \$100 is due for verification of your intent.

If your fundraising does not cover the costs associated with this program, you will be expected to pay the balance. Any funds not raised are the responsibility of the intern and due 14 days before departure. Any funds that are raised above and beyond the cost of the internship will be considered a donation to Musana.

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Please consider each expectation carefully before applying.  
**Have questions?** Contact Susie Knight at 303-604-3798 or [susieknight@musana.org](mailto:susieknight@musana.org).

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## APPLICATION DEADLINE

Please make sure that you give the people you are asking to write a reference ample time to complete and send to our office. All letters must be received by **December 6, 2022**.

Submit all required information by **December 6, 2022** to [susieknight@musana.org](mailto:susieknight@musana.org)

Please sign that you have acknowledged all dates and requirements of Musana's internship program.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## POLICIES & PROCEDURES

If you are applying for Musana's internship program, please **read the following and initial.**

\_\_\_ No one will be considered or accepted as a team member until a completed application (and all appropriate documents) and deposit are received.

\_\_\_ You must submit this completed application AND a non-refundable \$50.00 deposit before your application will be processed and reviewed. This check will be deposited in the bank immediately. In the event your application is not accepted, your deposit will be transferred to Musana's general fund.

\_\_\_ Participants must adhere to rules outlined in the intern covenant. Please read it before applying.

\_\_\_ Your application will be reviewed and a personal interview will be required. You will be notified by Susie Knight.

\_\_\_ Internships can be rewarding and life changing; however, they can also be stressful. Please consider factors in your personal life at this time that may distract and prohibit you from fully committing to the mission of the internship and adapting to unusual conditions.

\_\_\_ Once accepted, interns are expected to participate in all Skype or phone calls, as scheduled. Each team member must also attend any mandatory training prior to departure and after your return for debriefing meetings.

\_\_\_ All internship costs are the intern's responsibility and due two weeks prior to departure. Once you have been accepted, you will be provided with suggested ways to raise financial support; however, if full support is not raised, the balance is your responsibility. You may not begin to raise funds until you are notified of acceptance to the team and informed of proper fundraising procedures.

\_\_\_ If you are unable to participate in your internship, Musana must receive cancellation notice as soon as possible. Monies put towards your internship are contributions, and the Internal Revenue Service prohibits the refund of contributions. Excess fundraising will either be credited toward other interns, as needed, or toward Musana's general fund.

\_\_\_ Interns will be responsible for obtaining information regarding passports and vaccination recommendations from the Department of Health. Passport and vaccination costs are not included in the internship costs and are the responsibility of the intern. Interns assume the responsibility and liability for their personal health decisions.

\_\_\_ Applicants release the use of all forms of media representing program participation including photo, video, voice, and remarks for print, web, and all other forms of media.

\_\_\_ Applicant waives the right to view all references regarding Musana's internship applicant, keeping all comments of reference forms confidential.