Career Explorers Application Instructions

Overview of Program

The Career Explorers program provides Chicago area high school students the opportunity to spend two weeks in an in-depth look at different career paths at Lincoln Park Zoo. Not all positions at the zoo require employees to have an interest in working directly with animals. This program will showcase a number of different career paths available at the zoo. As an intern, participating youth will get a firsthand look at a number of necessary departments, learning more about each career path while simultaneously gaining experience working in a zoo setting. The program will provide the interns with support to fully integrate the experience into their academic goals, career plans and areas of personal strength. A total of seven rising 11th and 12th grade students will be selected for summer of 2013. There will be one intern designated to work in each of the following departments: Horticulture, Education, Development, Communications, Events, Conservation and Science, Capital Campaign.

In each position, interns will explore how each department promotes Lincoln Park Zoo’s mission. Here are some examples of intern experiences in various departments.

**Horticulture**: Work alongside volunteers in our Edible Garden. Learn the integral role plants play in the master plan for the zoo.

**Education**: Interpret on-grounds by sharing conservation messages with zoo guests. Learn how education staff works closely with each department to ensure appropriate messages are conveyed to the public.

**Development**: Help edit grant proposals for exciting zoo initiatives. Learn from our development team all that goes into finding donors, and fostering good relationships within the community.

**Communications**: Assist in the completion of projects such as press releases and promotional videos. Learn how the variety of channels, including public relations, government and community relations, as well as publications, the website and social media come together to help convey the zoo’s message to the public.

**Events**: Support the set-up of a special event. Learn about all the different ways the zoo ensures that guests have the best experience possible while visiting.

**Conservation & Science**: Discover how the endocrinologist team collects fecal samples from zoo animals to test hormone levels. Learn about the world-wide reach of zoo research through the various centers helping all to better understand animals here and abroad.

**Capital Campaign**: Explore the ins and outs of renovating existing exhibits or creating new ones. Learn about design, construction and more.

The seven apprentices will continue their connection with the zoo after the project through follow-up that will combine with youth from our other summer teen programs. Specialized activities will be conducted monthly or bimonthly following the summer program to continue the connection between the youth and Lincoln Park Zoo. Though specific activities are not finalized some examples might be lunch with the zoo’s CEO, a behind-the-scenes tour or a preview of a newly created exhibit or program. Some of these experiences will also have a separate family component to showcase the apprentices’ work to their families. Lastly, all youth will have the opportunity to invite one of their classes back to the zoo during the school year with the bus fees and substitute-teacher fees paid by the zoo. With the help of the zoo’s Hurvis Center staff, each youth will design and guide their peers through an activity related to their summer experience.

**Who is eligible to apply?**

To be considered for the program, applicants must meet the following requirements:
1. City of Chicago resident
2. Entering grades 11 or 12
3. Between the ages of 16–18*
4. Legally able to work in the United States**

* Applicants must be 16 year old by June 1, 2013.
** Proof of identity and authorization to work in the U.S. will be required in accordance with federal law.

The internships are intended specifically for highly motivated students who are members of groups currently underrepresented in careers related to zoos and museums. Students gain experience in key areas such as Horticulture, Education, Development, Communications, Events, Conservation and Science, Capital Campaign.

How do I apply?

There are two ways to apply for the program:

1. Online Application: To apply online, visit www.lpzoom.org/education/initiatives/career-explorers. Once there, click the online application link. To respond to the essay questions, you may either complete your answers in a Word document and cut and paste them to the application or type your answers directly into the fields provided. Transcripts and letters of recommendation must be mailed separately to the Education Coordinator.

2. Mail-In Application: To apply by mail, obtain a copy of the application from your school or by visiting www.lpzoom.org/education/initiatives/career-explorers. Once there, download and print the PDF of the application. Essay questions may be typed or legibly printed on a separate sheet of paper; they must be included with your application. Transcripts and letters of recommendation may be included with your application (recommended) or mailed separately to the Education Coordinator.

All application materials should be submitted online or postmarked no later than April 22, 2013. Applications are considered incomplete until all components have been received. Late or incomplete applications will not be considered.

Will there be an interview?

Some applicants may be asked to attend an interview with zoo staff.

What type of training is required?

1.) All selected interns will be required to attend one day training zoo training with the Education Department. During training interns will:
   • Meet other interns and zoo staff
   • Take part in icebreakers and team-building activities
   • Become familiar with the zoo and how it functions
   • Participate in hands-on activities
   • Gain knowledge about many topics related to animals, conservation and research at Lincoln Park Zoo

2.) All selected interns will be required to attend zoo training with their respective departments. During training interns will:
   • Meet members of the department
   • Become familiar with the types of work each department is responsible for within the zoo
   • Participate in independent project giving the intern hands-on experience with this type of career
When will the apprenticeship begin?

Start date: August 1\textsuperscript{st}, 2013
Program schedule: Monday-Friday 8am-4pm
Last day of apprenticeship: August 14\textsuperscript{th}, 2013

Is there a stipend for the internship?

You will not be compensated for participating in this internship. However, you will be provided a CTA transit card to subsidize travel expenses during the internship.

Are there other obligations to participating in the program?

You will be required to participate in 9 follow-up activities hosted by the zoo. The activities will vary each month but will focus on continuing the research from the summer. There will also be activities focused on career awareness and college readiness.

The dates for the activities are tentatively scheduled as follows:

- September 21, 2013
- October 19, 2013
- November 23, 2013
- December 21, 2013
- January 18, 2014
- February 15, 2014
- March 15, 2014
- April 26, 2014
- May 17, 2014

Make sure you have completed the following before submitting your application.

- Completed all items on the Career Explorers application
- Responded to the three essay questions
- Included or requested two letters of recommendation
- Included one copy of your high school transcript

Send all application materials to:

Education Coordinator
Lincoln Park Zoo
2001 North Clark Street
Chicago, IL 60614
Fax: 312-742-2040

If you have any questions or need further assistance, please contact the Education Coordinator by phone at 312-742-2056 or e-mail at hurviscenter@lpzoo.org.
Career Explorers Application

Applicant’s First and Last Name: ___________________________________________________________

Address: _____________________________________________________________________________

City, State, ZIP Code: __________________________________________________________________

Preferred Phone Number (check one below):

☐ Home Phone: ______________________________
☐ Cell Phone: ________________________________
☐ E-mail Address: ____________________________

Birthday (mm/dd/yyyy): ________________________________

School Name: __________________________________________________________________________

School Address: _________________________________________________________________________

School Phone Number: ________________

Most Recent Grade Point Average: ________________

Year in School Next Fall (check one): A copy of your most recent transcript must be included with your application.

☐ 11  ☐ 12

Are you a U.S. citizen or legally authorized to work in this country? Proof of identity and authorization to work in the U.S. will be required in accordance with federal law.

☐ Yes    ☐ No

Parent/Legal Guardian Name: ______________________________________________________________

Relationship to the Student: ______________________________________________________________

Daytime Phone Number: _________________________________________________________________

E-mail Address: __________________________________________________________________________

Primary Language(s) Spoken at Home: _______________________________________________________

Indicate the highest level of schooling completed and occupation for each person (optional):

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<th></th>
<th>Elementary</th>
<th>High School</th>
<th>College Graduate</th>
<th>Post-Graduate</th>
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<tr>
<td>Mother</td>
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Mother’s Occupation __________________________________
Father’s Occupation __________________________________
Guardian’s Occupation ________________________________
Career Explorers is focused on encouraging youth to explore zoo and museum careers that come from ethnic backgrounds underrepresented in zoo or museum careers or experience socioeconomic challenges. Please tell us how you best qualify for this program below. If both apply, please complete both sections:

_____ Ethnicity (check all that apply):

☐ African-American
☐ Native American/Alaskan Native
☐ Asian
☐ Caucasian
☐ Hispanic/Latino
☐ Other ______________________

_____ Socio-Economic Status:

Annual Household Income of _____________ to support _______________ (number of people in household).

**Essay Questions**

Please respond to the following questions on a separate piece of paper. Responses may be typed or handwritten, but they must be legible. Each response must be at least 200 words. Lincoln Park Zoo staff will place applicants in the position we feel is the best fit for each candidate. However, we encourage you to let us know in your essays if you feel strongly about either working with our participating departments- Horticulture, Education, Development, Communications, Events, Conservation and Science, Capital Campaign.

1. Why are you a good candidate for this internship?
2. What interests you about working for a zoo/aquarium or museum?
3. How will this experience at Lincoln Park Zoo help you further your academic or career goals?

**Letters of Recommendation**

Choose two people to provide letters of recommendation for you. Letters of recommendation should be from a high school teacher, counselor, principal or work supervisor. They should be returned to you in a sealed envelope for you to mail with your application or mailed directly to the education coordinator.

Please specify two people who will provide letters of recommendation for you:

1. Name: ________________________________________________________________________________
   Position: _______________________________________________________________________________
2. Name: ________________________________________________________________________________
   Position: _______________________________________________________________________________

**For Office Use Only**

☐ Completed Application ☐ Essays
☐ Transcript ☐ Letters of Recommendation

Date All Components Received: _______________

Date Submitted Online: _________________

Date Reviewed: _________________
Application Checklist

Make sure you have completed the following before submitting your application.

☐ Completed all items on the Career Explorers application
☐ Responded to all three essay questions
☐ Included or requested two letters of recommendation
☐ Included one copy of your high school transcript

I certify that the information given in this application is correct and complete. I certify I have permission from a parent or guardian to participate in the Career Explorers.

Applicant Signature: ______________________________________________________________

Date: __________

Parent/Guardian Signature: __________________________________________________________

Parent/Guardian Name: ______________________________________________________________

Completed applications, transcripts and letters of recommendation may be sent to:

Education Coordinator
Lincoln Park Zoo
2001 North Clark Street
Chicago, IL 60614
Fax: 312-742-2040

If you have any questions or need further assistance, please contact the education coordinator by phone at 312-742-2056 or by e-mail at hurviscenter@lpzoo.org.

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