STP Internship Application Instructions

You may apply for more than one of the available positions. However, you should indicate your first preference by recording a 1 on the application, followed by a 2 for your second preference. Our staff members will review your application based on your preferences, but will consider the application for all positions in which you have indicated an interest.

On the enclosed application, applicants are required to rate their experience with the four main recreational activities in which the children engage during the STP. The order of the categories indicates increasing level of experience. If you have had no experience or very little experience with a sport, please mark the column labeled Don't Know at All. If your knowledge of or experience with a sport consists mostly of recreational play (e.g., shooting baskets, playing co-ed soft ball games at picnics), please mark the column labeled Play Recreationally. If you have a thorough knowledge of the rules of a sport and have mastered the fundamental concepts and skills to a degree that would allow you to play the game by the official rules, please mark the column labeled Know Rules and Fundamentals. If you currently play on a team (e.g., college team, intramural team) or have played on an organized team in the past (e.g., high school, youth league), please mark the column labeled Play on a Team. If, in addition to knowing the rules and fundamentals and playing on a team, you have had experience coaching (e.g., little league, summer camp), please mark the column labeled Coaching Experience. These ratings allow our staff to assign counselors with extensive knowledge of sports to the groups of children.

In addition to the enclosed application, students must submit three academic or professional letters of recommendation and a university transcript to our program. You should request letters of recommendation from professors and supervisors who know you well and who are able to relate your skills to the position for which you are applying. Following is a list of suggested sources for letters of recommendation: professors of small seminar classes; professors who have supervised your undergraduate thesis or other independent project; professors or graduate students for whom you have worked as a research assistant; supervisors of day care or classroom aide placements; supervisors at counseling hotlines, shelters, or crisis intervention programs; and supervisors at summer camps, sports camps, and after-school programs. The author of the letter should enclose the completed letter in an envelope, should seal the envelope, should sign his or her name across the seal, and should return the sealed envelope to you. In addition to the application and letters of recommendation, you should submit a university transcript when applying for an internship position. Whenever possible, you should send all application materials to our program in one envelope. However, if university policy regarding letters of recommendation or university transcripts prohibits you from following the above procedures, you should instruct the author of the letter or the transcript office to send the application materials directly to our program. Because our staff members review completed application packets first, I encourage you to verify the arrival of all application materials.

During the recruitment period, our staff members will review application packets and will select applicants to interview for the available positions. Our staff members will send a description of the Summer Treatment Program and a description of the position for which the applicant is applying. After applicants
have reviewed the materials, a staff member will schedule a telephone interview with the applicant. After making final decisions, staff members will send offer letters to the applicants who are selected for the internship positions. Processing and reviewing a large number of application packets requires a significant number of staff hours. Applicants should not be concerned if they do not receive an immediate reply after submitting a completed application packet.

Summer housing is **not** provided by the Center for Children and Families. However, many interns do not live in the Buffalo area and are therefore interested in sharing living arrangements for the summer. In addition, our staff members collect and distribute housing information to all interested students. The housing information packets include a list of the interns who are interested in finding roommates, maps of the University at Buffalo and surrounding neighborhoods, lists of apartments that are available in the area, and information regarding university housing. The largest source of summer housing information is the advertisements that local students place in the university newspapers and at the off-campus housing office. This information is usually available in March.