

**Q: When does the job post?**

A: The job is posted on the 1000 Friends of Oregon website the first Monday after Thanksgiving. You may view it at [https://www.friends.org/about/jobs\\_internships](https://www.friends.org/about/jobs_internships).

**Q: The duration of the internship is 10 weeks. Is there a start and end date, or can we schedule that individually?**

A: The internship usually occurs during the summer months, but has extended into the fall. The intern coordinates with their supervisor to determine the exact dates.

**Q: I graduated from college in August of last year--am I eligible for the internship?**

A: Preference is given to undergraduates, and those who have not yet started a graduate program, as well as those who are graduating from graduate school during the year of the internship. So yes, you are eligible.

**Q: The announcement flyer asks for an academic transcript—need these be official transcripts, or can unofficial printout from my student account work?**

A: Both official and unofficial transcripts are acceptable.

**Q: Is the intern provided accommodation in Portland?**

A: No, the intern is responsible for making their own housing arrangements.

**Q: Can you provide me a few examples the projects that past interns have worked on? Is there any field work involved?**

A: Past Gerhardt Internship projects have varied widely, both in subject matter and the type of work done. Recent projects have included: a survey of studies on how to reduce greenhouse gas emissions through land use; whether certain activities and events are compatible with agricultural areas; destination resort development and resource areas; urban density; and coastal development. All projects involve research and writing. The writing can range from a lengthy research paper to much shorter pieces for our website. Fieldwork would vary according to the topic area, but no recent projects have involved extensive fieldwork.

**Q: I am an international student, hence am I still eligible to apply?**

A: Yes.

**Q: Can this internship be applied for course credit?**

A: Whether the Gerhardt Internship, which a paid internship, qualifies for credit is entirely between the student and the school. We will be happy to complete school-required documents explaining the intern's duties and responsibilities, as long as the school requirement does not state anything inconsistent with the Gerhardt Internship.

**Q: Is it possible or appropriate to submit a recommendation for an internship applicant online rather than mailing through the post office? And yes, to whom should I submit the document?**

A: Yes, materials may be submitted online to robin@friends.org. Letters of recommendation may also be submitted on line but must come directly from the referrer.

**Q: Is it better if I turn in my resume, cover letter, etc. before the reference letters are sent so you know to whom the letters apply?**

A: No, as long as the recommendation references the applicant there isn't a problem matching materials.

**Q: I feel that, if the opportunity is available, an internship with 1000 friends of Oregon would propel my academic education and ground my knowledge in tangible efforts to further sustainable land use practices. I would also love an opportunity to employ my experiences, interdisciplinary education, and dedication to assist the organization in any way possible. If I am not selected for the Gerhardt Internship is there any other internship opportunities, such as unpaid positions, available for on-the-job planning experience?**

A: We often have unpaid interns (as well as those receiving school credit) in planning related fields, especially in the summer. Whether we have any this summer depends on what, if any, research or other similar type work we need, and the availability of staff to supervise an intern. To be considered for please fill out an interest form (<http://www.friends.org/webforms/volunteerinterestform>), and indicate that you have also applied for the Gerhardt Internship so we know that we also have a full resume on file.

**Q: Should I add my zip code to my cover letter and resume?**

A: YES