Department of Planning, Public Policy and Management  
Internship Posting Form  
Use tab or arrow keys to move between fields.

<table>
<thead>
<tr>
<th>Organization Information</th>
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<tbody>
<tr>
<td>Name of Organization</td>
<td>Pearl Buck Center Incorporated</td>
</tr>
<tr>
<td>Street Address</td>
<td>5100 W. Amazon Drive</td>
</tr>
<tr>
<td>City, State Zip Code</td>
<td>Eugene, Oregon 97405</td>
</tr>
<tr>
<td>Web Site</td>
<td><a href="http://www.pearlbuckcenter.com">www.pearlbuckcenter.com</a></td>
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<tr>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Site Supervisor</td>
<td>Jan Aho</td>
</tr>
<tr>
<td>Title</td>
<td>Program Director</td>
</tr>
<tr>
<td>Work Phone</td>
<td>345-8506</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:jaho@pearlbuckcenter.com">jaho@pearlbuckcenter.com</a></td>
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**Description of Organization:** Summarize mission, size of organization, and work environment.  
(No more than 100 words)

Pearl Buck Center creates opportunities and provides support to individuals with developmental disabilities, their children and families to promote independence and active participation in the community.

Over 400 individuals access adult vocational or preschool program and family services at Pearl Buck Center. The agency employs a staff of over 50 staff to meet its mission.

The Families With Special Needs program consists of preschool for children whose parents have cognitive challenges, case management and parent mentoring.

**Internship Description:** What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. **If your description exceeds 200 words, attach a separate sheet.**

The project involves increasing teacher of parents with cognitive challenges.

The project includes the following:
- contacting individuals schools in the areas that serve our preschool graduates and families
- set up a 30 minute appointment during an all staff meeting at area schools
- attend some of the meetings with the program director
- develop evaluation form for presentation which will include a video and brief discussion
- review evaluations and make recommendations to improve presentation or project
**Minimum Qualifications:** Describe the general knowledge and skills required (approximately 40 words). Indicate if a particular skill is preferred or required.

**General knowledge and skills required:** Excellent communication skills, especially on the phone, the ability to plan and manage time, ability to work independently.

**Hours:** The academic term is 10 weeks.

Anticipated hours/week: 4

**Pay:** Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

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<tr>
<th>Yes</th>
<th>Hourly Wage:</th>
<th>Stipend:</th>
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**Term of Internship:** Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates your deadline for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

- [ ] Fall (Aug. 15)
- [x] Winter (Nov. 15)
- [ ] Spring (Feb. 15)
- [ ] Summer (May 15)
- [ ] Ongoing

**Student Application Procedure & Deadline**

| [x] E-mail résumé to site supervisor | [x] Phone call to site supervisor |
| Other: | Application Deadline: Dec. 2007 |