

HEADLANDS INDIAN HEALTH CAREERS

COUNSELOR APPLICATION MATERIALS
2007



*An 6-week Summer Program Designed to Increase
The Science and Mathematics Background and
Communication Skills of American Indian Students
Interested in a Health Career*

JUNE 6 - JULY 21, 2007

APPLICATION DEADLINE: MARCH 15

HEADLANDS INDIAN HEALTH CAREERS

PROGRAM DESCRIPTION

JUNE 6 - JULY 21

This application is for a staff position of either Dorm Counselor or Tutor in the Headlands Indian Health Careers Program. The reference to "participant" refers to the students that participate in the program, the individuals this program is designed to benefit.

PROGRAM: Headlands Indian Health Careers is an intense academic enrichment and reinforcement program consisting of mini-block courses in mathematics, chemistry, physics, biology, writing and other communication skills. (See Typical Weekly Schedule on last page of application.) Courses are designed to increase the participant's background and skills so she or he is better prepared for required college-level math and science course work in pre-health programs. These courses improve study habits for college work in general, raise the student's chances of success in college, and increase the probability of admission to a health professional school. Topics are presented in a series of lectures and laboratories, complemented with individual tutorials. The program also informs students of the variety of health careers available especially the need for American Indian health professionals. Evening discussions and special lectures concerning medicine and the healing arts in American Indian culture will be given by prominent American Indian health personnel.

NOTE: This is not a summer camp - it is an intensive and rigorous academic program. Participants expecting an easy summer or vacation will be rudely disappointed.

LOCATION: Norman campus of the University of Oklahoma.

ELIGIBILITY: Counselors are selected to serve as dorm counselors, study hall monitors and act as role models for the participants. These individuals should be upperclassmen, graduate students or health professional students. It is preferred that applicants have training in group dynamics and counseling skills.

FINANCES: All expenses are paid. Each counselor will be provided with free room and board during the eight-week program and round-trip transportation to and from the program. Counselors also receive \$1200 over the summer.

HEADLANDS INDIAN HEALTH CAREERS

APPLICATION INSTRUCTIONS

For your application to receive full consideration all of the items described below should be mailed to the address below, **postmarked no later than March 15**. A legibly dated receipt from a commercial carrier or the U.S. Postal Service will be accepted in lieu of a postmark. Private metered postmarks will not be acceptable as proof of timely mailing.

APPLICATION FORM - It is important that you answer all questions carefully and thoroughly. If you are not Native American/American Indian, simply write "N/A" under Tribal Affiliation.

QUESTIONNAIRE - Answer all questions carefully and thoroughly.

ESSAY - Write an essay telling us about yourself. You should address your interest in a career and describe what experiences you have had that would contribute to your being a counselor or tutor in the Headlands Program. Describe any involvement with American Indians and/or an American Indian community. This essay should be typed or printed using a word processor on 8 1/2 X 11 typing paper.

LETTERS OF RECOMMENDATION - All applicants must submit three letters of recommendation. These should be written by persons (other than family) who know you well and could recommend you for this position, i.e., employer, youth group leader, instructor, counselor or other such persons.

Completed letters of recommendation should be placed in a sealed envelope and returned to you to be mailed with your completed application form. The individuals writing them may wish to mail them directly to us. If this is the case, you should offer to provide a stamped addressed envelope for them. Make sure the address on the envelope is exactly as listed below. It will be your responsibility to make sure all letters reach us by the deadline.

TRANSCRIPT(S) - Have a copy of your college transcript(s) sent to the address below. Fall semester grades must be included. Official transcripts are not necessary. Be sure to check periodically that your transcript has been mailed, or, mail it with your Application Form.

Please mail your Application Form to the address below as soon as possible. The earlier we receive your application, the faster we can follow up on any missing articles, and the better chance you will have of meeting the deadline. If you do not receive a notice from us within two weeks that your application have been received, please call us at (405) 271-2250. Please make copies of your application in the event it is lost in the mail. Be sure to mail us the original.

HEADLANDS PROGRAM
BSEB - 200
P. O. BOX 26901
OKLAHOMA CITY, OK 73190-3040

IT IS YOUR RESPONSIBILITY TO SEE THAT ALL APPLICATION MATERIALS ARE MAILED BY MARCH 15.

HEADLANDS INDIAN HEALTH CAREERS

COUNSELOR QUESTIONNAIRE

PLEASE READ AND ANSWER ALL QUESTIONS CAREFULLY. PRINT CLEARLY OR TYPE.

APPLICANT NAME:

1. Describe your personality and how you see yourself relating to others:

2. Describe your long-term goals or career objective.

3. Describe those traits you possess that will be beneficial as a counselor or tutor in the Headlands Program:

4. How would your friends describe you?:

5. Have you had any training in group dynamics? Yes No
If yes, please describe:

6. If applying for tutoring position, list the subjects in which you feel qualified to tutor.

7. Please list any similar job you have had that you feel would qualify you for this position as counselor:

NAME OF PROGRAM	SPONSORING ORGANIZATION	LOCATION (CITY, STATE)	DUTIES	DATES OF PARTICIPATION

8. List sports, school, church, club and community activities in which you have participated:

HEADLANDS INDIAN HEALTH CAREERS

TYPICAL WEEKLY SCHEDULE

TIME	MONDAY		TUESDAY		WEDNESDAY	THURSDAY		FRIDAY		SATURDAY	SUNDAY				
7:15					Breakfast					Unscheduled	Unscheduled				
7:30	Breakfast		Breakfast			Breakfast		Breakfast							
7:45					Travel to Hospital										
8:00	Calculus		Chemistry			Physics		Communication		Breakfast					
8:30					Hospital Visit	Guest Lecturer		Physics		Excursion Trip	Breakfast				
9:00	Chemistry		Communication			Calculus		Calculus			Church Optional				
9:30						Chemistry		Chemistry			Unscheduled				
10:00	Communication		Physics			Lunch		Lunch							
10:30	Physics		Calculus			Lunch		Lunch							
11:00					Lunch	Lunch		Lunch		Lunch (On Own)					
11:30	Lunch		Lunch			Lunch		Lunch							
12:00					Group	A	B	A	B						
12:30															
1:00	Chem Lab	Calc Lab	Break	Physics Lab	Hospital Visit Continued	Chem Lab	Break	Comm Lab	Physics Lab	Excursion Continued	Lunch				
1:30		Comm Lab	Calc Lab				Calc Lab	Physics Lab			Calc Lab	Calc Lab			
2:00		Comm Lab	Chem Lab	Physics Lab		Calc Lab		Physics Lab	Chem Lab		Physics Lab		Calc Lab	Comm Lab	Clean Dorms
2:30							Calc Lab					Break			Break
3:00	Comm Lab														
3:30		Calc Lab	Break	Break	Comm Lab										
4:00	Comm Lab					Chem Lab	Physics Lab	Calc Lab	Physics Lab	Chem Lab	Physics Lab	Comm Lab	Unscheduled		
4:30		Calc Lab	Break	Break	Comm Lab										
5:00	Recreation					Recreation		Return	Recreation		Recreation		Return		
5:30					Dinner	Dinner		Dinner		Dinner					
6:00	Dinner		Dinner			Dinner		Dinner		Dinner					
6:30					Study/ Tutoring	Study/ Tutoring		Study/ Tutoring		Friday Night At The Movies	Unscheduled				
7:00						Study/ Tutoring		Study/ Tutoring							
7:30						Study/ Tutoring		Study/ Tutoring							
8:00						Study/ Tutoring		Study/ Tutoring							
9:00						Study/ Tutoring		Study/ Tutoring							
10:00						Study/ Tutoring		Study/ Tutoring							
11:00					Study/ Tutoring		Study/ Tutoring								
12:00	Lights Out		Lights Out		Lights Out	Lights Out		Lights Out		Lights Out					