

6154 South Fairbanks Hall
Hanover, New Hampshire 03755-3529
**T** (603) 646-3350
**E** service.internships@dartmouth.edu

2019-2020 Internships Application

The DCSI International and DPCS Domestic Internship awards are given in recognition of an individual's readiness and willingness to learn through engagement with contemporary issues of significance to him/herself and to society. We challenge our students to develop cross-cultural understanding, lead in the social sector, and to link their service experience with scholarship. The stipend accompanying the award is intended to assist the student in undertaking an appropriate project. Funding for this program is competitive and funding decisions are made within a month of the application due date. This application is confidential and will be shared only with members of the selection committee. Please familiarize yourself with the application criteria before applying.

**Please submit the following by the deadline to Service.Internships@dartmouth.edu:**

* Typed Application
* Résumé
* Unofficial Transcript
* CSO Supervisor Agreement
* Letter of Recommendation

**Application Deadlines**

 *Winter 2020 Internship: October 16, 2019*

*Spring 2020 Internship: February 5, 2020*

*Summer 2020 Internship: April 29, 2019*

**PERSONAL INFORMATION**

Name: Class: ID#:

Date of Birth: Major: Term of Project:

**CONTACT INFORMATION**

Hinman Box: Personal Phone: Home Address:

**COMMUNITY SERVICE ORGANIZATION (CSO) DATA**

CSO Name:

Project Title:

CSO Address:

Location of internship (if different than address):

CSO Supervisor:

 Approximate dates of proposed internship:

**ADDITIONAL INFORMATION**

Are you in good standing at the College?

\*All applicants are checked for good standing through the Dean of the College.

Will you be enrolled for at least one term upon your return from this internship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SHORT ANSWER**

**PART I: BACKGROUND AND SKILLS**

1. The selection committee is interested in how you have taken advantage of and grown from opportunities and experiences in the past. Please describe **three significant** volunteer experiences, paid work experiences, travel, extra-curricular activities, and/or academic projects/programs and specify how the skills developed in these opportunities will be relevant for your proposed project. Please limit your responses to 100 words per experience.

I. Name of Experience: Organization (if applicable): Location:

Dates:

Description of activities: What you learned:

II. Name of Experience:

Organization (if applicable): Location:

Dates:

Description of activities: What you learned:

III. Name of Experience: Organization (if applicable): Location:

Dates:

Description of activities:

What you learned:

2. What experiences have you had traveling, living, and/or working in another culture or with people of ethnic/racial/socio-economic backgrounds different from your own? What role do you anticipate diversity playing in your proposed project? (200 word limit)

3. Please list your language skills and level of proficiency. Be sure to specify your level of proficiency in the primary

 language(s) spoken in the community in which you will be working.

4. In what ways are you prepared to complete this fellowship? What specific skills, talents, and values will you bring to this opportunity? (200 word limit)

**PART II: INTERNSHIP DESCRIPTION**

Please limit your responses for questions 1-3 to 200 words each.

5. Describe the agency or organization with which you propose to perform your DCSI Internship. What is its mission and how does it fulfill it? Who are its clients and what community need does it fill?

6. What are some relevant facts and demographics you can share about the community you will be serving and the issues you will help to address?

7. Describe what your specific role as an intern will be.

**PART III: MOTIVATION AND GOALS**

8. List three specific goals you hope to accomplish within the next three years. These can be personal, professional, or academic goals. (200 word limit)

I. II. III.

9. DCSI Interns are encouraged to structure their internship to facilitate personal and/or professional growth. Explain how your proposed project will help you achieve this growth. (200 word limit)

10. (Domestic Applicants only) DPCS matches all domestice student interns with a mentor by location and interest area. Mentors are Dartmouth alumni or alumni spouses who provide support and guidance during internships. Interns are expected to meet informally with mentors three times or more during internships. What do you hope to gain from the mentor component of the DPCS program? (100 word limit)

**REQUIRED INFORMATION**

Disclosure of convictions and pending charges:

Have you ever been convicted of a crime or entered a plea of guilty, nolo contendere, or similar plea? If so, please describe, including dates, jurisdiction, and penalty.

Has anyone ever alleged that you may have abused or neglected a child or dependent adult in your care?

Please initial below:

 I certify that the information I have provided is accurate and complete. I also understand that the Dartmouth Center for Social Impact Internship selection committee and staff may choose to discuss my candidacy with my class dean, other appropriate College officials, and/or consult my dean file to further determine my suitability as a DCSI Intern.

 I have read the DCSI Internship criteria, including the **DCSI Internship Application Guidelines**

 document available online.

 I have read the DCSI Internship general information and procedures.

Applicant’s name (please print)

Signature Date

*\*electronic signatures accepted*

**FINANCIAL NEEDS AND BUDGET PLAN**

Part of the learning experience of taking on any independent venture, such as this internship, is understanding what expenses will be required for your support. While the internship award may not cover all your expenses, we would still like to know that you have thought through the financial aspects of the project. The selection committee does not consider the budget when considering internship proposals. It is used as a reference when determining funding. Please be as precise and accurate as possible.

DCSI Service Internship awards cannot cover the expense of project materials, equipment, or administrative program fees charged by placement agencies. **DCSI Interns are eligible for awards up to $5,000 to cover actual expenses.** Funding for this program is competitive and funding decisions are made within a month of the application due date.

Some tips:

- Students are expected to budget to purchase and cook their meals and pack lunches to save costs.

- Rent varies widely and we understand some places are simply expensive, but students should seek cost efficient options. DCSI reserves the right to deny excessive housing costs.

- Be sure to check with Dick’s house about travel immunizations and on VISA specifics- those costs can add up.

**Exchange Rate (if applicable):**

Please approximate your financial needs:

|  |  |  |
| --- | --- | --- |
| **Expense** | **Amount** | **Detailed Explanation (please cite estimates when possible)** |
| Travel to/from CSO | $ |  |
| Daily transportation(public transportation is preferred when possible) | $ |  |
| Housing (indicate monthlyrent & utilities) | $ |  |
| Food | $ |  |
| VISAs, Immunizations, and other pre-departure costs |  |  |
| Basic needs (e.g. laundry) | $ |  |
| Other (please specify) | $ |  |
| **TOTAL** | $ | **SUM OF ALL EXPENSES DETAILED ABOVE** |

Are you applying for funding support elsewhere on campus? Y N If yes, where?

The Grants Coordinating Committee of Dartmouth College (Dartmouth Center for Social Impact, Rockefeller Center, Dickey Center, Career Services, Student Employment Office, Institute for Security, Technology and Society, and the Ethics Institute) allows students to apply for leave term internship funding to more than one program on campus. However, if ACCEPTED by more than one program, the student is required to choose one program/source of funding.

**BUDGET WORKSHEET FOR STUDENTS PLANNING TO LIVE AT HOME (if applicable)**

Part of the learning experience of taking on any independent venture, such as this internship, is understanding what expenses will be required for your support. This worksheet will help you to determine how much funding your DCSI experience will require **if you plan to live at home for the duration of your internship**.

If you plan to live at home:

* DPCS will provide a flat $1000 grant to cover all your housing, laundry, and personal expenses, as well as most your food.
* On top of this $1000 you may budget $5-8 per day for lunch during the work day, all costs related to traveling from home to work and back each day, and the cost of your travel from Dartmouth to your home and back.
* If you plan to use your own car for any of this travel you may request funding at the rate of $0.37 per mile. If you plan to use public transportation on a daily basis, it is wise for you to investigate weekly or monthly pass options, as they may save you money.

Please calculate and explain your expenses on the budget outline below.

|  |  |  |
| --- | --- | --- |
| **Expense** | **Amount** | **Explanation** |
| Room and Board | $1000 | Flat grant to cover all housing, laundry, and personal expenses, along with majority of food |
| Lunch |  |  lunches at $5-8 per day |
| Transportation: Work and back each day |  |  |
| **TOTAL** |  | **SUM OF ALL EXPENSES DETAILED ABOVE** |

\*Students with demonstrated financial need may also apply for funding to cover travel expenses from Dartmouth to their home. If this is the case for you, please briefly share your travel plans and rationale for requesting travel funds below.

**OPTIONAL SELF-IDENTIFICATION CATEGORY**

The Dartmouth Center for Social Impact has a commitment to diversity and to serving the needs of a diverse population. Self-identification is completely voluntary. The information will not influence your application for an internship. We compile the information on an historical basis to track program trends.

A. **Ethnic Background**

 **American Indian or Alaskan Native** - A person with origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

 **Asian** - A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This includes people from China, Japan, Korea, India, and Vietnam.

 **Black, non-Hispanic** - A person with origins in any of the black racial groups of Africa (but not

of Hispanic origin).

 **Latinx/Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race. This includes persons from Spain, but not from Spanish-speaking countries in Central or South America unless they are of Spanish culture or origin.

 **Native Hawaiian or other Pacific Islander** - A person having origins in any of the Pacific Islands.

 **White, non-Hispanic** - A person having origins in any of the original peoples of Europe, North African, or the Middle East (but not of Hispanic origin).

 **Two or more races** (Please Specify)

B. **Gender**

  **Male**

 **Female**

 **Gender Non-conforming**/\_\_\_\_\_\_\_\_\_\_\_\_ (please fill in, if applicable)

C. **Financial Aid Status**

Are you eligible for "need based" Financial Aid at the College?

 Yes No

D. **First Generation Status**

Do you consider yourself to be a first-generation student (first in your family to attend college)?

 Yes No

E. How did you hear about the Center for Social Impact’s Internship funding (check all that apply)?

□ Email □ Word of mouth/Friend □ Banner in Collis □ Website □ Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_

F. Have you participated in other Tucker or Center for Social Impact projects or programs previously?
Yes No \_\_\_\_\_If yes, please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEALTH AND SAFETY WAIVER**

**Name \_ Year Term of Internship**

**To DCSI Internship applicants:**

The above-named applicant has applied for a DCSI Internship award to undertake an unpaid assignment with (name of organization) in (state/country) . Although this volunteer experience may enhance the intern’s academic progress at Dartmouth College, the project is an independent activity designed by the applicant. Applicants acknowledge that they are responsible for conducting themselves in accordance with acceptable standards of behavior in the jurisdiction in which the proposed activities are conducted and, if required, for securing governmental or other approvals needed to conduct the proposed project.

**Health Issues**

In the case of foreign travel, applicants have been advised to consult the travel advisories issued by the Center for Disease Contro[l (http](http://www.cdc.gov/travel/index.htm%29):[//www.cdc.gov/travel/index.htm)](http://www.cdc.gov/travel/index.htm%29) and to seek the advice, when relevant, of the Travel Clinic at Dick’s House. Reimbursement for reasonable costs for a consultation and immunizations required for travel to specific destinations may be included in the budget request. It is the responsibility of the applicant and his/her parents/guardians to maintain adequate health insurance coverage, including (if desired) insurance for emergency medical evacuation. In the case of preexisting or chronic medical or psychological problems, applicants are advised to consult their health-care provider as to the feasibility of the project.

**Security Issues**

Applicants are responsible for adherence to the laws of the jurisdiction in which the internship activities are conducted, whether in the United States or abroad, and in ascertaining in advance the appropriate standards of personal comportment. In the case of projects, which take place abroad, applicants should review the travel advisories regularly issued by the Department of State ([http://travel.state.gov/travel/warnings.html).](http://travel.state.gov/travel/warnings.html%29) They are also responsible for obtaining information on current research conditions and foreign government requirements. Should the applicant become involved in a legal difficulty (such as arrest or a civil complaint), it is the applicant’s responsibility to handle the situation. For travel outside of the United States, applicants should register with the consular section of their embassy. In addition, applicants should keep both the Center for Social Impact and their parents/guardians informed of their address at all times.

Applicants are responsible for discussing their intended travel and activities with their parent(s) or guardian(s), and providing parent(s) or guardian(s) with current addresses and contact information to facilitate both regular and urgent communications for the duration of the project.

By signing this form, applicants acknowledge that they are assuming certain risks in conducting the project and release Dartmouth College, its officers, employees, and agents from any and all claims and causes of action for loss of or damage to property, financial loss, personal injury, or death arising out of any travel or activity conducted as a part of or in connection with this project.

I have read the above statement and agree to its terms.

**Signature of Student *(\*electronic signature accepted)* Date**

Applicant’s signature is required before final approval of a DCSI Service Internship and the release of award funds.