



# Dartmouth Center for Social Impact Internships Application Guidelines

## General Information and Eligibility

- Leave term internships (**8-10 weeks, 40 hours/week**) in domestic or international locations with caution to those locations under U.S. travel warning.
- Up to **\$5,000** in funding to cover basic expenses (primarily transportation, housing, and food).
- Community service organizations (CSOs) must be not-for-profit or an NGO, which serve the needs of an under-resourced or under-served community.
- At least **60% of an intern's work must be devoted to direct service**, which could include but is not limited to teaching, youth programming, work with the elderly, community-organized construction work, microfinance, or medical work that involves direct engagement.
- The remaining 40% can include indirect service such as research, advocacy, administrative work, and specialized projects.
- Interns must be proficient in at least one of the primary languages of the community being served.
- Interns must be **enrolled Dartmouth College undergraduates**, in good standing at the College, who are returning to campus for at least one term following completion of the internship.
- Interns are required to supplement their service with **multiple educational components**

## Materials for Submission

- Typed Application.
- Resume
- Unofficial Transcript
- One (1) letter of recommendation from a Dartmouth faculty member or an employment supervisor
- CSO (Community Service Organization) Supervisor's Statement of Agreement
- Travel Waiver approval from the Office of the Provost (if applicable)

## Application Process

- Blitz "Service Internships" to talk with an advisor as soon as possible
- If the country is currently on the U.S. State Department Travel Warning List, the student **MUST** receive a waiver from the Office of the Provost at least one week prior to submitting the application. Planning for this takes approximately three weeks. List available at: <http://travel.state.gov/content/passports/en/alertswarnings.html>
- The application is due on the termly deadline listed below.
- Your application will be reviewed by a committee, consisting of DCSI staff, student employees, and Dartmouth alumni.
- After initial review, the applicant will be contacted by the committee via blitz regarding next steps for his/her application. Students continuing in the application process will be invited to interview.
- A student can receive funding for one international internship **AND** one domestic internship throughout their Dartmouth career.

## Important Information to Keep in Mind

### Motivation and Goals

- Internships should consist of a **direct service project that contributes to the welfare, development, and fulfillment of other human beings**.
- The Dartmouth Center for Social Impact (DCSI) prefers placements that challenge interns to explore personal or social values. We strongly encourage students to seek the challenge of unaccustomed environments for their work.
- Intentional **reflection, self-exploration, and personal growth** are essential components of a DCSI Internship. When constructing an internship, we encourage students to reflect on their previous experiences, how this internship opportunity might be a challenge, and what they hope to learn about social issues and/or the social sector.

### Community Service Organizations (CSOs)

- A file of DCSI Internship opportunities and placement files is maintained on the second floor of South Fairbanks. Students are encouraged to investigate any organization not currently listed in the DCSI files, as long as that program meets the criteria for a DCSI Internship.

**- Interns must work with a non-profit and/or non-governmental Community Service Organization (CSO) that serves an under-resourced and/or underserved population and addresses a direct need of the community.**

- Advocacy agency internships must provide interns with direct service experience through contact and action with people and/or the issue. Research-based projects, which do not involve direct contact, are not eligible.

- Projects in orphanages are generally not funded. Please contact the program director for more information.

- Medical placements may present unique ethical issues, such as interns being asked to perform medical tasks beyond their training. Please contact a program advisor for more information on healthcare-related applications.

- Interns are eligible to serve in faith-based social service organizations, but the work of the internship must not include any specifically religious work.

- Organizations must not promote, support, or engage in actions that violate or compromise Dartmouth College's policy on discrimination:

<http://www.dartmouth.edu/sexualrespect/policies/nondiscrimination.html>

- CSOs must be non-profit and politically non-partisan. By federal law, lobbying projects are excluded from our funding.

### Suggestions and Advice for Completing a Dartmouth Center for Social Impact Internship Application

1. **Contact Community Service Organizations (CSOs)** as early as possible. Find one that fits your skills, interests, goals, and experiences. Avoid any CSO that charges excessive program fees (e.g. \$2,000 for room and board) that do not resemble actual living expenses. Program advisors are available as a resource.

#### 2. Check the State Department Travel Warning List

(<http://travel.state.gov/content/passports/en/alertswarnings.html>) to ensure your destination country is not on the list. If it is, research the country and consult with a program advisor about your interests in this specific location. You must apply for and receive a travel waiver from the Office of the Provost before applying for funding – this process may take up to three weeks.

3. **Ensure that your CSO completes the CSO Agreement Form** found at the end of the application. Email, fax, or mail the form as soon as possible. Have your supervisor at the CSO be explicit and detailed in describing your responsibilities.

4. **Ask for a recommendation now.** Your recommendation should be from a Dartmouth faculty member or an employment supervisor.

5. **We want to know what you will be doing and why you are capable of doing it.** Elaborate on your specific skills and passions throughout your application and link them to the job responsibilities listed on the CSO Agreement Form. Will your skill set enable you to successfully complete the job at hand?

6. **Be specific and complete with your budget.** Do not leave anything out (airfare, food, room, vaccinations, public transportation, other expenses). If you are unsure of whether we cover it, consult with a program advisor so that you may present the most accurate budget on your application.

7. **Ensure your typed application, resume, CSO form, and recommendation are complete, accurate, and submitted by the deadline.**

8. **DCSI Internships are competitive.** Due to the volume of applications, we cannot guarantee an interview.

9. If you are selected for an interview, **be prepared to discuss your application and project in depth.** Re-familiarize yourself with what you wrote if it has been some time since the application was submitted. In addition, be prepared to talk about your values and philosophy of community service.

10. **Research the area in which you'll be serving.** Get the necessary vaccinations. Apply for a VISA. Check with your healthcare provider for international travel guidelines.

### Design-Your-Own Application Deadlines

For Summer 2018 (Domestic and International): April 25, 2018

Blitz materials to [Service.Internships@dartmouth.edu](mailto:Service.Internships@dartmouth.edu)

#### Download the Application

<https://students.dartmouth.edu/social-impact/programs-initiatives/students/internships/social-impact-internship-funding>