**Dartmouth Partners in Community Service Design-Your-Own Remote Winter Internship**

Design your own remote internship. Work to support the mission of a remarkable nonprofit, make an impact on an underresourced community, advance yourself professionally, and receive first-rate mentorship from an alumni mentor. Pick an issue to engage more deeply or a skill you'd like to master and design your internship around that aspiration.

For over 25 year [Dartmouth Partners in Community Service (DPCS)](https://students.dartmouth.edu/social-impact/alumni/dartmouth-partners-community-service) has provided funding and mentorship for students wishing to pursue unpaid internships with domestic nonprofits serving underresourced communities. Due to COVID-19, we are pivoting our winter internships to remote internships.

Below is some information that hopefully clarifies the parameters of our remote internships and some tools that will help you identify potential nonprofit partners, communicate with future supervisors, and craft an internship that is tailored to your personal and professional development.

**Application Checklist and Instructions**

**Due: October 28, 2020**

**Materials for Submission:**

* **Digital application** (you must login using your Dartmouth.edu email address)
* **Resume** (within the digital application)
* **Unofficial transcript** (within the digital application)
* **Recommendation from faculty or supervisor** (email to Service.Internships@dartmouth.edu)
* **Completed CSO (Community Service Organization) Supervisor's Statement of Agreement** (email to Service.Internships@dartmouth.edu)
* **Project Budget Form** (please fill out the Project Budget Form and email to Service.Internships@dartmouth.edu)

**DPCS Internship FAQ and Guidelines**

**What kind of organization can host me as an intern?**

* We fund unpaid internships with nonprofit organizations that serve underresourced communities domestic to the US or US territories.
* The organization must be domestic to the United States or US territories.
* 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 nonprofit and politically non-partisan. By federal law, lobbying projects are excluded from our funding.
* Internships should be unpaid opportunities.

**Can I complete a remote internship while taking classes remotely?**

No, these are full-time internships and are reserved for students who are taking an off-term. The internships should be 8-10 weeks in duration.

**Am I eligible to apply for a remote internship?**

Internship applicants 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.

**What kind of work can I accomplish during my proposed remote internship?**

At least 60% of your internship time should be social impact work devoted to the advancement of the mission of your chosen nonprofit community partner. Suggested examples of internship responsibilities are listed later in this document. 40% of your internship time can be administrative, but no more.

**Does my internship need to be entirely remote?**

Yes, DCSI will only fund students who design internships that are entirely remote.

**What should I keep in mind as I’m crafting my internship?**

* *Start early!* Begin reaching out to potential nonprofit community partners as soon as possible and develop a conversation with them about your passions and skills you’d like to develop.
* *Stay in touch* with us, our student directors and staff are available to advise you as you develop your internship and write your application.
* *Reach out to your recommenders*. Give them time to write you a great recommendation and get it into us on time.
* *What are your motivations?* The Dartmouth Center for Social Impact (DCSI) prefers placements that challenge interns to explore personal or social values. 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.
* *Tell us about yourself.* 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?

**Once I turn in my application, what’s next?**

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

**Need Help Designing your Internship?**

Spend some time considering what kind of issue you want to work on or what kind of skills you hope to develop. Use the answers to those reflections to guide your search for the right nonprofit community partner and portfolio of internship responsibilities.

Below are some suggested internship responsibilities to consider as you begin reaching out to potential nonprofit community partners:

* + Literature and best practice reviews/research
  + Drafting language, design, and graphics for annual reports and annual appeals
  + Policy research for advocacy campaigns
  + Grant research and drafting
  + Remote interviews of clients/volunteers/patients/guests for qualitative assessment of programming, and quote bank for communications and grants
  + Social media strategy development and social media creation
  + Event planning and remote support
  + Data analysis and clean-up
  + Pandemic procedure codification and best practice research from across the world

**How to Professionally Approach Potential Partners**

**DCSI Cold Call Email Template**

Dear [Potential Internship Site/name of person to email],

I hope this email finds you well.[[1]](#footnote-1)

My name is [Name] and I am a [year of Dartmouth] Dartmouth student in majoring in [major] with an upcoming off term, during the [name term], from the dates of [date-date].[[2]](#footnote-2)

I am writing to you because I have been seeking an internship in [topic area] and find the work you do in [subtopic] to be [positive adjective]. I believe it would be a powerful experience to spend the next ten weeks working and learning at your [company/organization/etc.] so that I can continue to learn more about my personal professional trajectory alongside experts in the field [state why in an additional short sentence].[[3]](#footnote-3)

Do you have the capacity for an intern during the dates of [dates]?[[4]](#footnote-4)

I am open to any and all potential projects you would generously give me.[[5]](#footnote-5)

Thank you in advance and attached you’ll find my resume.[[6]](#footnote-6)

Looking forward to hearing from you soon.

All the best,

[Name][[7]](#footnote-7)

**Cold Call Internship Template**

This is a template students can use if their email has not been answered and they must call a general number in order to gain access to a potential supervisor’s contact information or voicemail.

When speaking with a General Admin:

Hello, my name is [name] and I am a I am a [year of Dartmouth] Dartmouth student with an upcoming off-term. I am looking for an internship and was wondering who would be the appropriate contact at your office to speak with about this? If possible, can you give me their contact information or connect me to their voicemail?[[8]](#footnote-8)

Once connected and speaking with a Potential Supervisor, voicemail:

Hello, my name is [name] and I am a [year of Dartmouth] Dartmouth student with an upcoming off-term. I am following up on an email I sent a potential internship for the dates of [give dates]. I believe it would be a powerful experience for me both personal and professionally to work here for the next ten weeks alongside leaders such as yourself. Do you have the capacity for an intern during the dates of [dates]? Please, give me a call back at your earliest convenience at the following number [give number]. Thank you. Hope to talk to you soon. Bye.[[9]](#footnote-9)

**How to Build a Successful Internship**

Use the project form above while you are in conversations with your supervisor about your intended responsibilities, learning objectives, and ultimate deliverables. This project form will help you, literally, get on the same page and communicate clearly about the scope and scale of your internship work.

|  |  |
| --- | --- |
| **Project Information** | |
| **Agency Name** |  |
| **Project Description** *(bullets are fine):* |  |
| **Learning objectives:**  *These are skills or knowledge that you anticipate students will gain during an internship with your site* |  |
| **Deliverables (Optional):**  *Ideally the internship project will include at least one deliverable, due at the conclusion of the internship.* |  |
| **Skills and Background Required:** *What are the skills you hope the undergraduate intern will have?* |  |
| **(Optional) Required preparation**  *Background checks, readings or other preparation student is expected to complete prior to the internship.* |  |

1. Proper professional emails not only contain full greetings, but also sentences that acknowledge the humanity of those who will be reading them. [↑](#footnote-ref-1)
2. Because many internship sites are used to the traditional semester school model, it is imperative to clearly list the dates of when you plan to intern at a site so they know that it is only for eight to ten weeks, which shifts the type of experience they create. Additionally, giving information like year at the College, major, and full name allows for the reader to see the important facts quickly. [↑](#footnote-ref-2)
3. This middle paragraph is highly customizable to your needs, but the focus should be on “Why this particular internship?” “Why now?” and how they fit into your greater Dartmouth journey. This should not be longer than about three sentences. [↑](#footnote-ref-3)
4. This is the ask for the internship. Remember to restate your dates since the D Plan can be confusing to others. [↑](#footnote-ref-4)
5. This shows flexibility and that you truly are willing to learn about the field like you stated above. Once you develop a relationship with the nonprofit, you can make suggestions about the kind of work you’d like to do. [↑](#footnote-ref-5)
6. Make sure to include an updated resume. [↑](#footnote-ref-6)
7. End with a polite closing. [↑](#footnote-ref-7)
8. When calling the main number looking for an internship, know that often times the person on the line might not know who to connect you with unless you are very clear about what you are looking for and polite. [↑](#footnote-ref-8)
9. If you get to the voicemail of the person who you suspect might be the person you are seeking to be in touch with. [↑](#footnote-ref-9)