

Summer Internship

Application

(Updated April 2023)

GENERAL INFORMATION AND PROCEDURES

The Summer Internship provides committed Dartmouth undergraduates the opportunity to invest in their personal growth and liberal arts education by serving others in need in the context of supporting a faith-based service non-profit or non-governmental organization and exploring their own sense of spirituality, world view or ethical living through involvement in a wide variety of fields.

Summer Internships are domestic (US based) direct service engagements for the 2023 summer term which may provide students with up to \$4000 in funding. Selection is made by representatives of The Tucker Center and will likely include an interview approximately soon after the application deadline. Applicants will be contacted by email regarding the next steps following a preliminary review of his/her application by the committee.

A student can receive funding for only one Summer Internship or CROSS Internship through The Tucker Center. Summer Interns are required to submit a reflection paper which will be sent to the funder by the Chaplain and Director of The Tucker Center.

What is a faith-based organization and do Summer Interns need to be religious to apply?

Faith-Based non-profits or NGOs within the domestic United States often play important roles as contributors to relief and development for communities in need and in zones of conflict. Support can be varied, offered to address issues of poverty, youth and education, interfaith dialogue and reconciliation, human rights, peace and co-existence and more.

Community service programs sponsored by faith-based organizations come under the umbrella of many religious traditions (Christian, Muslim, Mormon, Jewish, Buddhist, Hindu, Bahai'i, Native American, etc) as well as service organizations that are sponsored by faith or interfaith groups that support soup kitchens, homeless shelters, construction, education, refugee relief, health clinics or many other possibilities. Summer Internships support student involvement with non-profit and non-governmental organizations in a variety of fields.

Summer Interns are encouraged to explore their own personal moral, ethical and spiritual development as one of the many important aspects of a students' development and experience.

A few examples of faith-based organizations doing service and justice work:

Interfaith Alliance <https://www.interfaithalliance.org/>

Fasten Network www.fastennetwork.org

Faith in Action (formerly PICO National Network) <https://www.faithinaction.org/>

Seeds of Peace www.seedsofpeace.org

American Jewish World Service www.ajws.org

Catholic Charities USA <https://www.catholiccharitiesusa.org/>

Lutheran Services in America www.lutheranservices.org

You are not limited to these, they are just examples. If you have a question about an organization, please email tucker.center@dartmouth.edu,

Dartmouth Travel Registry-International Travel

Dartmouth-sponsored travel to international locations requires additional steps. Please go to the to the following page:
<https://global.dartmouth.edu/travel/travel-registry>

International Travel Waiver

If you will be traveling outside of the United States, you need to view the country list at Global Dartmouth to see if your destination is in the high or extreme risk categories. If it is, a Travel Waiver from the Office of the Provost is required. More information can be found at: <https://global.dartmouth.edu/travel/travel-exceptions>

Please submit the following by the deadline date:

- ☐ Typed Application
- ☐ Résumé
- ☐ CSO Supervisor Agreement
- ☐ Letter of Recommendation

Application Deadline

For Summer Term 2023: May 4, 2023

PERSONAL & CONTACT INFORMATION

Name	
Class	
ID#	
Date of Birth	
Major	
Term of Project	
Hinman Box	
Cell Phone	
Email Address	
Home Address	

COMMUNITY SERVICE ORGANIZATION (CSO) DATA

CSO Name	
Project Title	
CSO Address	
Location of Internship (if different from address)	
CSO International/ In-country Supervisor	

CSO Domestic Supervisor (if applicable)	
Approximate dates of proposed internship	

ADDITIONAL INFORMATION

Yes	No	Question
		Are you a U.S. Citizen? If you marked "no", list where you are a citizen _____
		Are you in good standing at the College? *All applicants are checked for good standing through the Dean of the College area
		Will you be enrolled for at least one term upon your return from this internship?
		<i>Optional</i> Are you eligible for "need based" Financial Aid at the College?
		Have you participated in other Tucker-funded projects previously? (ASB, etc.) If yes, please list: _____

How did you hear about the Summer Internship (check all that apply)?

	Email
	Word of mouth/friend
	Banner in Collis
	Ad in the "D"
	Tucker Website
	Other (specify) _____

SHORT ANSWER

PART I: INTERNSHIP DESCRIPTION

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

1. Describe the agency or organization with which you propose to perform your Summer Internship. What is its mission and how does it fulfill it? Who are its clients and what community need does it fill?
2. 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?

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

PART II: BACKGROUND AND SKILLS

4. 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. Please limit your responses to 50-100 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	
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III

Name of Experience	
Organization (if applicable)	
Location	
Dates	
Description of Activities	
What You Learned	

- 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? (200 word limit)
- Please list your language skills and level of proficiency.
- In what ways are you prepared to complete this internship? What specific skills, talents, and values will you bring to this opportunity? (200 word limit)

PART III: MOTIVATION AND GOALS

8. List three specific goals you hope to accomplish within the next three years.

Goal 1	
Goal 2	
Goal 3	
Additionally, explain how the program you have chosen is relevant to your life both now and in the future. (200 word limit)	

9. Summer interns are encouraged to structure their internship to facilitate personal and spiritual growth. What aspect(s) of your internship will fit with this goal of the program? (200 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 Tucker Center may choose to discuss my candidacy with my class dean, other appropriate College officials, and /or consult my dean file as a means to further determine my suitability as a Summer Intern.

_____ I have read and agree to the Summer Internship general information and procedures.

Applicant's name (please print) _____

Signature _____ Date _____

**electronic signatures accepted*

RECOMMENDATION LETTER & FORM

A complete application must include a funding recommendation form and a letter of reference, provided by a supervisor or faculty member who is *not* a member of the Tucker staff. Please submit the funding recommendation form and reference letter to Tucker Center (tucker.center@dartmouth.edu) by the application deadline.

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 accepting or declining internships. It is used as a reference when determining funding. Please be as precise and accurate as possible.

We recommend that interns investigate cost of living, currency and exchange rates while planning a budget. Some residential arrangements may be much less expensive because one is sharing with a larger group, the location is rural, or the arrangement requires no rent payment or only nominal payment. These considerations should be reflected in your budget. You may also include pre-departure costs such as vaccinations and visas. Tucker Internship awards cannot cover the expense of project materials or equipment. Summer Interns are eligible for awards up to \$4,000 to cover actual expenses.

Exchange Rate: _____

Please approximate your financial needs:

Expense	Amount	Explanation
Travel to/from CSO	\$	
Daily transportation (public transportation is preferred when possible)	\$	
Housing (indicate monthly rent & utilities)	\$	
Food	\$	
Basic needs (e.g. laundry)	\$	
Other (please specify)	\$	
TOTAL	\$	ADD TOGETHER AMOUNTS TO GET 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 (Tucker Center, Rockefeller Center, Dickey Center, CPD, 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.

OPTIONAL SELF-IDENTIFICATION CATEGORY

The Tucker Center's educational and outreach programs address moral, spiritual, and social issues. The Tucker Center 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 a internship. We compile the information on an historical basis to track program trends.

A. Ethnic Background

Tucker Foundation asks for racial/ethnic information fully aware that the categories and definitions used are overly general and that many people belong to more than one group. If you wish to be identified with one or more particular ethnic groups, please check the following:

- _____ **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 or Pacific Islander** - A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- _____ **Black, non-Hispanic** - A person with origins in any of the black racial groups of Africa (but not of Hispanic origin).
- _____ **Latino/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.
- _____ **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).
- _____ **Multiracial** (Please Specify) _____

B. Gender

- _____ Male
- _____ Female
- _____ Transgender
- _____ Non-binary/non-confirming
- _____ Prefer not to repsond

Thank you!

HEALTH AND SAFETY WAIVER

Name _____ Year _____ Term of Internship _____

To Summer Internship applicants:

The above-named applicant has applied for a Summer Internship award to undertake an unpaid assignment with (name of organization) _____ in (state/country) _____.

Although this volunteer work 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 Control (<https://wwwnc.cdc.gov/travel/>) 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 (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>). 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 North America and Western Europe, applicants should register with the consular section of their embassy. In addition, applicants should keep both the Tucker Foundation 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 Summer Internship and the release of award funds.