

Tucker Center Internships & Fellowships

Application Guidelines

GENERAL INFORMATION AND PROCEDURES

Key Information

- **Summer Internships (8-10 weeks, 40 hours/week)** in domestic (US based) direct service engagements through **faith-based** community service organizations (CSOs) which must be not-for-profit or an NGO and serve the needs of an under-resourced or under-served community.
- **CROSS Fellowships (8-10 weeks, 40 hours/week)** in domestic (US based) direct service engagements through a **Christian** faith-based community service organizations (CSOs) which must be not-for-profit or an NGO and serve the needs of an under-resourced or under-served community.
- Up to **\$4000** in funding to cover basic expenses (primarily transportation, housing, and food)
- At least **60% of an intern-fellow's work must be devoted to direct community service**, defined as work in which volunteers engage personally with those being served, providing labor that fills an identified community need.
- The remaining 40% can include indirect service such as research, advocacy, administrative work, and specialized projects but are not considered direct service.
- Interns-fellows 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 with the one condition that they do not engage in direct evangelism or proselytization.
- Interns-Fellows 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-Fellows are required to participate in several supplemental educational components (such as a pre-orientation program, a reflection paper, and a de-briefing after the internship).
- Selection is made by representatives of The Tucker Center and will likely include an interview soon after the application deadline.
- Applicants will be contacted by email regarding the next steps following a preliminary review of the application by the committee.
- A student can receive funding for only one Tucker Center Summer Internship or CROSS Fellowship through The Tucker Center.

Materials for Submission

1. Online Application and Resume Submission (via form link on Tucker Center website)
2. One (1) letter of recommendation from a Dartmouth faculty member or an employment supervisor (form on the Tucker Center website)
3. CSO (Community Service Organization) Supervisor's Statement of Agreement (on the Tucker Center website)
4. Travel Waiver approval from the Office of the Provost (if applicable)

For Summer Internship Applicants: What is a faith-based organization and do Tucker Center 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 with the one condition that they do not engage in direct evangelism or proselytization.

Some 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

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>

Application Process

- The application is due by the deadline listed on the Tucker Center website.
- 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>
- Intern and Fellow selection is made by representatives of The Tucker Center and will likely include an interview soon after the application deadline.
- Applicants will be contacted by email regarding the next steps following a preliminary review of the application by the committee.
- A student can receive funding for only one Tucker Center Summer Internship OR CROSS Fellowship through The Tucker Center.

Important Information to Keep in Mind

Motivation and Goals

- Internships and Fellowships should consist of a **direct service project that contributes to the welfare, development, and fulfillment of other human beings**.
- The Tucker Center prefers placements that challenge interns and fellows to explore personal spirituality, values, world view or ethical living through the experience of social and community service. 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 Tucker Summer Internship or CROSS Fellowship. When constructing an internship or fellowship, we encourage students to reflect on their previous experiences, how this internship opportunity might be a challenge, and what they hope to learn about their own spiritual values, social issues and/or the social sector.

Community Service Organizations (CSOs)

- Tucker staff can provide examples of previous internships and some organizations are listed as examples in this document. Students are encouraged to investigate any organization not currently listed as long as that program meets the criteria for a Tucker Center Internship.
- **Requirement: Students 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.
- 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 Tucker Center Internship and Fellowship Applications

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. Tucker staff are available as a resource.
2. **Check the State Department Travel Warning List** <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.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 on the Tucker Center website. Email 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 online application, resume, CSO form, and recommendation are complete, accurate, and submitted by the deadline.**
8. **Tucker Center Internships and Fellowships 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 and why it is meaningful to do this work through a faith-based organization.
10. **Research the area in which you'll be serving.** If you are traveling internationally, get the necessary vaccinations. Apply for a VISA. Check with your healthcare provider for international travel guidelines.