Dartmouth Center for Service 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 $5000 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, 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, including a mandatory orientation, reading and reflecting on an assigned text, communicating with DCS staff while in the field, submitting a 5-page reflection paper, and participating in a one-on-one and a group debriefing with other interns after returning to campus.

Application Process
- Blitz “Service Internships” to talk with an advisor as soon as possible but AT LEAST two weeks prior to submitting the application.
- 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 DCS 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 on 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.

Application Deadlines
For Summer 2016: April 27, 2016
For Fall 2016: July 20, 2016
For Winter 2017: October 12, 2016
For Spring 2017: January 25, 2017
Blitz materials to Service.Internships@dartmouth.edu

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)

Download the Application
http://www.dartmouth.edu/service/
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 Service 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 Dartmouth Center for Service 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 Dartmouth Center for Service 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 DCS files, as long as that program meets the criteria for a Dartmouth Center for Service 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 allowed.
- 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 Service 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. $2000 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. Dartmouth Center for Service Internships are competitive. Due to the volume of applications, we can not guarantee an interview in a given term.
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 about guidelines for international travel.