DPCS Internships 2015-2016
Application Guidelines

PROGRAM SUMMARY:
General Information & Eligibility
1. Leave-term internships (8-10 weeks, 40 hours/week) in the domestic U.S. and with Tribal Nations located within the broader area of the U.S. This may include the intern’s hometown or the Upper Valley.
2. Up to $4000 in funding to cover basic expenses (primarily transportation, housing and food).
3. 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. 40% of time can include indirect service such as research, advocacy, and specialized projects. Fundraising is generally not an allowable task.
4. Interns must be enrolled Dartmouth College undergraduates in good standing at the College who are returning to campus for at least one more term.
5. Interns are required to supplement their service with multiple educational components, including a mandatory orientation for all interns prior to their internships; reading and reflecting on an assigned text; communicating with a Student Director while in the field; submitting an 1800-word reflection paper; and participating in a one-on-one debriefing as well as a group debriefing with other interns promptly after returning to campus.
6. Interns are matched with an alum or alum spouse mentor during their internship based on common interests and/or geographic location.

MATERIALS FOR SUBMISSION:
☐ Typed Application. Available at: http://www.dartmouth.edu/~tucker/funds-grants/dpcs-internships/index.html
☐ Résumé
☐ One (1) letter of recommendation from a Dartmouth faculty member or an employment supervisor. It cannot be from a member of the selection committee.
☐ CSO (Community Service Organization) Supervisor’s Statement of Agreement

APPLICATION PROCESS:
• Blitz “DPCS” to talk with an advisor as early as possible but AT LEAST two weeks prior to submitting the application.
• A hard copy of the application is due at the Tucker Foundation by the deadline date. Ensure that your recommendation and Supervisor’s Statement of Agreement (CSO Form) have been received before 4pm on the date the application is due. Blitz DPCS@Dartmouth.edu to check that all of your materials are in.
• Your application will be reviewed by a committee, usually consisting of a Tucker Foundation staff member, a member of the DPCS Alumni Board, and Tucker student employees.
• A 30 minute interview may be required the week following the application deadline. The applicant will be contacted via blitz regarding next steps following a preliminary review of his/her application by the committee.
• Please note that a student can receive funding for only one DPCS Internship.

APPLICATION DEADLINES:
For Fall 2015: Wednesday July 22, 2015 @ 4 PM
For Winter 2016: October 14, 2015 @ 4 PM
For Spring 2016: January 27, 2016 @ 4 PM
For Summer 2016: April 27, 2016 @ 4 PM
→ Blitz materials to DPCS@Dartmouth.edu!

DOWNLOAD THE APPLICATION AT: www.dartmouth.edu/~tucker/funds-grants/dpcs-internships/index.html
Blitz DPCS@Dartmouth.edu with questions.

IMPORTANT INFORMATION TO KEEP IN MIND
Motivation & Goals

- Internships should consist of a direct service project that contributes to the welfare, development, and fulfillment of other human beings.
- The Tucker Foundation prefers placements that challenge interns to explore personal or social values and moral concerns. We strongly encourage students to seek the challenge of unaccustomed environments and situations for their work.
- Intentional reflection, self-exploration and personal growth are essential components of a DPCS 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 non-profit sector.
- Independence within the internship is highly valued. Therefore, interns are encouraged to work outside of their hometown and pursue independent, growing experiences through their DPCS Internship.

Community Service Organizations (CSO)

- A file of DPCS Internship opportunities and placement files is maintained in the on the second floor of the Tucker Foundation. Interns are encouraged to investigate any organization not currently listed in the DPCS Internship files, as long as that program meets the criteria for a DPCS Internship.
- Interns must work with a non-profit and/or non-governmental Community Service Organization (CSO) that serves an under-resourced 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. School, hospital, and camp placements must involve groups assessed to be specifically disadvantaged or challenged in some way. Research-based projects, which do not involve direct contact, are not allowed.
- Interns are eligible to serve in faith-based social service organizations, but the work of the internship must not include any specifically religious work. Religious work is defined as, but not limited to, conducting religious services, teaching religious education, providing religious or spiritual counseling, evangelizing, fundraising or development work for specifically religious functions, or administrative support work for religious activity.
- Organizations must not promote, support, or engage in actions that violate or compromise Dartmouth College's policy on discrimination: http://www.dartmouth.edu/~ide/policies/nondiscrim.html
- Interns should have a clear idea of what their work as an intern will entail and their role within the CSO's mission.
- CSOs must be non-profit and politically non-partisan. By federal law, lobbying projects are excluded from our funding.

A DPCS APPLICATION

1. Contact Community Service Organizations (CSO) 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. Advisors are available as a resource if your search is unsuccessful.
2. Ensure that your CSO completes the CSO Agreement Form found at the end of the application. Fax or send the form immediately. Have them be explicit and detailed in describing your responsibilities.
3. Ask for recommendations NOW. Your recommendation should be from a Dartmouth Faculty member or an employment supervisor. It cannot come from a member serving on the selection committee.
4. We want to know what you will be doing, and we want to know why you are capable of doing it. Elaborate on your specific skills (including language skills) and passions throughout your application, and link it to the specific job responsibilities listed on the CSO Agreement Form. Will your skill set enable you to successfully complete the job at hand?
5. Be SPECIFIC and COMPLETE with your budget. Do not leave anything out (airfare, food, room, vaccinations, public transportation, and other expenses). If you are unsure of whether we cover it, consult with a program advisor so that you may offer the most accurate budget on your application.
6. Ensure your application (typed), résumé, CSO form, and recommendation are complete and accurate and turned in by the deadline. Students who fail to meet the deadline will not be invited for an interview.
7. DPCS Internships are competitive. Due to the volume of applications, we cannot guarantee an interview in a given term. Being turned down for a DPCS Internship does not indicate a failure on your part, and it does not indicate that you are unfit for the service work.
8. If you are selected for an interview, be prepared to discuss your application and your 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.