

**UPPERCLASS DEANS OFFICE
ADMINISTRATIVE INTERNSHIP
2008-2009**

The letter of application should include the following information:

- your understanding of the Upperclass Deans Office. What do we do? How are we organized? How are we perceived?
- specific reasons regarding your interest in this particular internship and what experience you hope to gain from it. Please comment on particular projects that you would like to implement in relation to advising upperclass students and assisting the Upperclass Dean's Office staff.
- discuss your ability to work collaboratively with students from diverse backgrounds. Please describe a group situation in which you have contributed both leadership and/or support to the needs of a group, organization or committee during your time at Dartmouth.
- The skills, work experiences and interests you have that will enhance your candidacy. Please describe a project you have done which required careful planning, execution and follow-up.

PLEASE ANSWER THE FOLLOWING:

1. **What suggestions do you have to improve the transition from the first-year to sophomore year (relative to academic advising)?**
2. **Discuss your view on a current issue concerning the College and what you think the Upperclass Deans can do to address it.**

PLEASE SUBMIT A RESUME WITH THE FOLLOWING:

- Information about your off-campus experiences - both academic and non-academic.
- Information about your extracurricular activities at Dartmouth (i.e., involvement in organizations, athletic teams, CFS or other undergraduate society and community service work).
- Your enrollment plan for next year.
- Names and telephone numbers of two (2) on-campus references.
- Anything else you would like to say.

*** Applications are due no later than Friday, April 4 at 4pm to Lisa Thum, HB 6003, 111 Parkhurst Hall (Upperclass Deans Office) or blitz Marilyn Ewing.**