DCS International Internships

Important Information

DEADLINE: July 22, 2015

APPLICATION REQUIREMENTS:

- A student can receive funding for only one DCS International Internship.
- Blitz DCS.International.Internships@dartmouth.edu to talk with a program adviser as soon as possible, but AT LEAST two weeks prior to submitting the application.
- You must ENSURE that your recommendation and Supervisor’s Statement of Agreement have been received before 4pm on the date the application is due. Blitz DCS.International.Internships@dartmouth.edu to check that all of your materials are in.
- Your application will be reviewed by a committee, usually consisting of a DCS staff member and DCS 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.
- 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/travel/cis_pa_tw/tw/tw_1764.html for current listings.

MATERIALS FOR SUBMISSION:

- Typed Application. Available at: www.dartmouth.edu/~tucker/funds-grants/tuckerinternships/tfapplication.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
- Travel Waiver approval from the Office of the Provost (if applicable)

PROGRAM SUMMARY: General Information & Eligibility

- Leave-term internships (8-10 weeks, 40 hours/week) in international locations outside the domestic U.S. with caution to those under U.S. travel warning.
- Up to $4000 in funding to cover basic expenses (primarily transportation, housing and food).
- 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% can include indirect service such as research, advocacy, and specialized projects. Fundraising is generally not an allowable task.
- Interns must be enrolled Dartmouth College undergraduates in good standing at the College who are returning to campus for at least one more term.
- Interns are required to supplement their service with multiple educational components, including a mandatory orientation for all fellows 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.
- Students are encouraged to share their internship experiences with the Dartmouth community. Interns often draw from their experience, including any field research, in writing a senior thesis.

MOTIVATIONS & GOALS:
- Internships should consist of a direct service project that contributes to the welfare, development, and fulfillment of other human beings.
- DCS 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 DCS Internship. When constructing an internship, we encourage Interns 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 pursue independent, growing experiences through their DCS Internship.

COMMUNITY SERVICE ORGANIZATIONS (CSO)
- A file of DCS International Internship opportunities and placement files is maintained in the Internships Resource Center at DCS. Interns are encouraged to investigate any organization not currently listed in the DCS Internship files, as long as that program meets the criteria for a DCS 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: Dartmouth College is committed to the principle of equal opportunity for all its students, faculty, employees, and applicants for admission and employment. For that reason Dartmouth does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, disability, or military or veteran status in its programs, organizations, and conditions of employment and admission.
- Interns should have a clear idea of what their work as an Intern will entail and their role within the CSO's mission.
- The Dartmouth Center for Service prefers that the CSO be small and manageable, or that within a larger CSO, the Intern's prospective placement area be small.
- 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 DCS Internship 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. Check the State Department Travel Warning List (Google Search: Current Travel Warnings—travel.state.gov) to ensure your destination country is not on the list. If it is, briefly research the country and consult with a program advisor about your interests in this particular location. You must apply for and receive a Waiver from the Office of the Provost before applying for funding. Do this NOW.
3. 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. Bullet points are useful. Communicate this explicitly to the CSO. Remember, 8-10 weeks and full-time.
4. 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. It must be received by the deadline.
5. 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?
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 offer the most accurate budget on your application.
7. Ensure your application (typed), resume, 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.

8. DCS Internships are competitive. Due to the volume of applications, we cannot guarantee an interview in a given term. Being turned down for a DCS Internship does not indicate a failure on your part, and it does not indicate that you are unfit for international service work.

9. If you are selected for an interview, be prepared to discuss your application and your project in depth. Refamiliarize 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 region. Get the necessary vaccinations. Apply for a VISA. Check with your healthcare provider about guidelines for international travel.