JEP’s Public Service Internship Program
USC Joint Educational Project
Summer 2013

PROGRAM DESCRIPTION

JEP’s Public Service Internship Program is designed to give undergraduate JEP students a deeper understanding of non-profits and other community-based organizations. The program provides funding for students to build on their service-learning experiences by becoming 25%- or 50%-time interns at the community-based organization where they served as a service-learning student. The internships will vary depending on the needs of the organization, but most will involve helping the organizations with fund-raising, grant-writing, program development, or other activities that are core to the agency’s operations.

Students are eligible to apply if they did JEP during the 2012-13 academic year. Students must have served at an agency (as opposed to a school) through JEP. Preference will be given to students enrolled in summer classes at USC. Internships must be approved by the sponsoring site.

JEP will pay hourly wages ($10/hour) to the interns and provide a $500 stipend for the agencies to cover the costs of supervising the student(s). Dates for the 8 to 10-week internship program will be determined jointly by the student, the sponsoring agency, and JEP. THE DEADLINE TO APPLY IS MONDAY, APRIL 22, 2013.

For more information, look over the attached application, visit JEP’s website: www.usc.edu/jep, and/or contact Jacqueline Whitley at 213-740-1829 or jwhitley@usc.edu.
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APPLICATION PROCESS

Interns will:

• Commit to working 10 or 20 hours per week for 8-10 weeks at $10 per hour
• Submit regular updates to JEP that describe and analyze their internship experiences
• Attend periodic meetings and trainings during the internship period (dates TBA)
• Complete a final report that summarizes their experiences and describes the knowledge they gained through JEP and in their internship

Please submit the following to JEP:

1. The internship program application.
2. A copy of your resume.
3. A letter of support from the sponsoring agency which should include the following:
   • Indicate the agency’s willingness to host your internship
   • Identify the person who will be supervising you
   • Note the number of hours you will be working per week (10 or 20)
   • Include a brief description of the project(s) you will work on during the summer.

Please contact the agency in advance to develop a plan for a project that would be mutually beneficial to you and the organization. Please note that the project should extend beyond what you did as a service-learning student (although a portion of your time can be used to continue that work) and allow you to make a substantive contribution to the agency. If your agency contact has any questions about the letter of support, please have them contact Jacqueline Whitley at JEP (jwhitley@usc.edu, 213-740-1829).

Please send electronic (jwhitley@usc.edu) or hard copies (JEP House, attention: Jacqueline Whitley) of the above to JEP by Monday April 22, 2013 at 4:00pm.

Interviews for the internship positions will take place prior to the end of the semester.
Name: ________________________________

Local address: ________________________________

Phone: ________________________________

Email address: ________________________________

Emergency Contact: ________________________________ ________________________________

(Name) (Phone number)

Have you worked on campus before? _____ If so, when? _____________ Where? ______________________

Will you be enrolled in USC courses this summer? _______ For how many units? ______________________

Current year in college: _________________ Major _________________ Minor ______________________

Student ID #: ________________________________ GPA: ______________________

Service-learning placement(s) during the 2012-13 school year:

Course #, semester and professor:

Name of site:

Address:

Name of supervisor and contact number
Please list one reference:

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Are you applying for a 25% (10-hours per week) or a 50% (20 hours per week) internship?

- □ 25%
- □ 50%

Please answer the following questions:

What interests you about this internship and what do you hope gain from it?

What are your career plans and how might this internship contribute to them?