JEP’s Public Service Internship Program
Summer 2016

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 2015-16 academic year. Student 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. The 10-week internship must fall between the dates of May 18th and Aug 5th. Any breaks or vacations will be determined by the site, student, and JEP.

The deadline to apply is Monday, April 18th, 2016. If necessary, interviews will occur later that week.

For more information, look over the attached application and/or contact Jacqueline Whitley at jwhitley@usc.edu or 213.740.1829.

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APPLICATION PROCESS

Interns will:
• Commit to working 10 or 20 hours per week for 10 weeks at $10 per hour
• Submit four updates to JEP that describe and analyze their internship experiences
• Attend three meetings and an orientation during the internship period (dates TBA)
• Complete a final report that summarizes their experiences and describes the knowledge they gained though 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 follow:
   a. Indicate the agency’s willingness to host your internship
   b. Identify the person who will be supervising you
   c. Note the number of hours you will be working per week (10 or 20)
   d. Include a brief description of the project(s) that 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 or support, please have them contact Jacqueline Whitley at JEP (jwhitley@usc.edu or 213.740.1829).

Please send electronic (jwhitley@usc.edu) or hard copies (JEP House, attention: Jac Whitley) of the above to JEP by Monday April 18th, 2016 at 4pm.

**Public Service Internship Program Application Summer 2016**

Name: ____________________________________________

Local Address: ______________________________________
____________________________________________________
Phone: __________________________________________________________

Email address: ________________________________________________

Emergency contact (name & phone #): ___________________

____________________________________________________________________

Have you worked on-campus before? ___
   If so, when? ____________  Where? _________________

Will you be enrolled in any USC courses this summer? ___
   For how many units? ___

Current year in college: ____________
   Major: _________________  Minor: ______________________

Student ID #: ______________________

   GPA: ___________

List your service-learning placement(s) from the 2015-16 school year (include semester, course #, professor, name of site, and site supervisor’s contact info)

Please list one reference (work or school related if possible):
   Name: ____________________________
   Relationship: ___________________
   Phone number/email address:

   __________________________________________________________

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

Please answer the following questions:

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

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