



**The Skirball Public Service Internship Program
USC Joint Educational Project
Summer 2012**

PROGRAM DESCRIPTION

The Skirball 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 a community-based organization – ideally the same organization at which 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 2011-12 academic year. Though preference is given to students that served at agencies through JEP (ex: the Youth & Family Agencies (YFA) sites, Homeboy Industries, CARECEN, and 826LA), students who have participated in JEP at our schools are welcome to apply if they are interested in working with an established JEP agency partner. Preference will also 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 TUESDAY, APRIL 24, 2012.***

For more information and/or to apply for the program, please visit JEP's website: www.usc.edu/jep or contact Jacqueline Whitley at 213-740-1829 or jwhitley@usc.edu.

The Summer Public Service Internship Program is funded in part by a generous grant from the Skirball Foundation.

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APPLICATION PROCESS

PSI 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 Skirball internship program application.
2. A copy of your resume.
3. A letter of support from the sponsoring agency. The letter should do 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 or hard copies of the above to JEP (attention: Jacqueline Whitley, jwhitley@usc.edu) by Tuesday April 24, 2012 by 5:00pm. Interviews for the internship positions will take place prior to the end of the semester.

**Skirball Public Service Internship Program Application
Summer 2012**

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 2011-12 school year:

Course #, semester and professor:

Name of site:

Address:

Name of supervisor and contact number

Please list one reference:

Name	Relationship	Phone number

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?