2017 Summer Service Intern Application Checklist

Please review all elements here before beginning or submitting the online application.

☐ Review expectations of Summer Service Interns (job description HERE): Please note that your application will signify your commitment to fulfill the expectations of Summer Service Interns, if selected.
  • Term: May 22-July 28, 2017
  • Hours:
    • 35 Hours per week at specified Service Agency Site
    • 5-10 hours per week participating in dinner, reflection, & community activities
    • Presence and full engagement with Summer Service intern community for at least 4 nights/week and 8/10 weekends
  • Move-In – May 22
  • Opening Meeting (dinner will be served) – 6:00 p.m., May 22
  • Overnight Retreat May 23-24
  • Training – May 25-26
  • Internship at Agency – May 30 – July 28 (approximately 8am-5pm)
  • Reflection Sessions Mondays at 6pm and Wednesdays at 5:30 pm, beginning on May 31
  • Group Service Day – Saturday, June 3
  • Community Activity Day – Saturday, June 24
  • Holiday (Unpaid) – Tuesday, July 4
  • Summer Service Celebration of Learning – Friday, July 28, 12-7pm (event 2-4pm, interns must hold 12-7pm)
  • Community activities will vary throughout the summer term, but are typically held in the evenings and on weekends

☐ Review and confirm your availability for mandatory interviews:
  • Initial intern candidate interviews will be conducted February 1 & 2 from 6-9pm (you must attend one full night of interviews), and Intern Finalists for agency interviews will be notified by February 10.
  • Agency Interview Nights will be held February 28 & March 1 from 6-9pm (you must attend one full night of interviews).

☐ Secure 2 recommendations (form available HERE):
  Please select two references, with at least one being a current XU staff or faculty member. These references should know of your service and leadership activities/interests. Each reference must complete the Recommendation Form. Recommendation Forms must be emailed (graya3@xavier.edu) or mailed to Summer Service Internship in the Center for Faith & Justice by Monday, January 23, 2017 at 5:00 pm.

☐ Prepare responses to the following essay questions in a Word document and be prepared to copy and paste your responses into the online application.
  • Service Interests: With which populations (e.g. children, people experiencing hunger or homelessness, ex-offenders, etc.) and issues (e.g. racism, the environment, HIV/AIDS, etc.) would you like to work if chosen? Why?
  • Reflection: Interns will participate in weekly community reflections as a part of SSI and will keep a daily journal for more private reflections. What role does reflection play in service and how has reflection impacted you?
  • Social Justice Learning: While we cannot engage every social justice issue deeply during the 10 weeks of SSI, we will engage with several in meaningful ways, including in particular a deeper dive into racial justice. What/how have you learned about social justice in the past? What would you like to learn about social justice from SSI?
  • Community: All interns are required to live as a community on campus during this program. What are benefits and challenges of a community living experience? How have you engaged in dialogue with people different than you? How will you contribute to intern community?
  • Personal Essay: Please explain your expectations for this internship, reasons you want this opportunity, and how you hope to grow personally.

☐ Prepare a recent photo of yourself (just you) no larger than 20MB and be prepared to upload it to the application.