

Xavier University Summer Service Internship Program  
c/o Peace and Justice Programs  
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Cincinnati, OH 45207-2910  
513-745-3330  
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November 2, 2009

Dear Agency Representative,

For the sixteenth consecutive year, Xavier University will offer its Summer Service Internship Program! The purpose of the program is twofold: to provide opportunities for students to make service an integral part of their lives through experience and reflection, and to assist social service agencies and/or community-based organizations in providing valuable services to the community.

Twenty college interns will be available for placement at agencies. All interns receive an hourly wage, with room and board on Xavier's campus. Thus, it is important to treat this as a paid service position. This program's funding is fully dependent on grant dollars; therefore, to help cover the total costs, we are requiring each agency to contribute a participation fee of \$325 per college intern.

Program Requirements:

- Comply with all deadlines, key dates, and events prior to and during the 2010 Summer Service Internship. (see attached Timeline)
- Provide **35 hours of work per week** for each intern **from June 10 – Aug. 6, 2010**.
- Each intern's work duties must be meaningful, involving direct service to the populations and/or community the agency serves. A position cannot include administrative or fundraising duties as a main component. (This program tends to draw very talented and caring students. It is important to us to see them grow through this experience!)
- Once the interns are on-site, provide a thorough orientation to your agency/organization, training for the specific job and ongoing training as needed.
- Each site must be able to accommodate one intern (two if the agency can support through meaningful work and funding).
- Each site must contribute \$325 per intern.
- Provide appropriate staff supervision including maintaining records on interns, and where appropriate, including interns in staff meetings and other agency functions.
- Provide interns with feedback on performance, recognition and job references as appropriate.
- Participate in Xavier's evaluation of interns and the summer experience at the conclusion of the program.

Application Requirements:

- Fully complete the 2010 Xavier Summer Service Agency Application and attach the following materials:
  - Agency brochures, literature, and/or media
  - One job description (Two job descriptions, if your agency can support two interns)

Agency Selection Criteria:

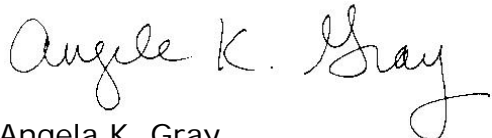
- All agencies and positions are screened according to the mission of the program. Xavier University typically receives numerous agency applications; therefore, selection is competitive. Please follow all guidelines and due dates as provided.

Interns and Selected Agencies:

- College Interns will be required to **attend** one "Agency Interview Night." There will be 2 Interview nights, **Wednesday, March 10 and Thursday, March 11, 2009.** **All selected agencies must have at least one representative present on both of these dates** to conduct short interviews with prospective student interns.
- After the agency interviews, each agency and each college intern will list their top 5 preferences for interns and agencies, respectively.
- The Xavier Summer Service Internship Committee will make the final pairing of interns with their agency.
- Agencies will be notified college intern placements in **early April.**

If you are interested in applying as a potential Summer Service Internship site, **please complete the application and return by Friday, December 4, 2009.** Please contact Angela Gray at 513-745-3330 if you have any questions.

Sincerely,



Angela K. Gray  
Associate Director, Peace and Justice Programs  
Program Coordinator, Xavier Summer Service Internship Program