

# 2018 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 21-July 27, 2018
  - 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 21**
  - Opening Meeting (dinner will be served) – **6:00 p.m., May 21**
  - Overnight Retreat **May 22-23**
  - Training – **May 24-25**
  - Solidarity Saturday – **Saturday, May 26 OR Saturday, June 2**
  - Internship at Agency – **May 29 – July 27** (approximately 8am-5pm)
  - Reflection Sessions **Mondays at 6pm** and **Wednesdays at 5:30 pm**, beginning on May 30
  - Community Activity Day – **Saturday, June 23**
  - Holiday (Unpaid) – **Tuesday, July 4**
  - Summer Service Celebration of Learning – **Friday, July 27, 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 *January 30 & 31 from 6-9pm* (**you must attend one full night of interviews**), and Intern Finalists for agency interviews will be notified by February 9.
  - 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](mailto:graya3@xavier.edu)) or mailed to Summer Service Internship in the Center for Faith & Justice by Monday, January 22, 2018 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 plays 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:** Intentional community is a key element of the Summer Service Internship Program. Therefore, all interns are required to live on campus as an intern community during this program. How does intentional community impact you? How does intentional community impact service? 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.