



Xavier University Summer Service Internship Program  
Dorothy Day Center for Faith & Justice  
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December 2, 2023

Dear Cincinnati-area Community Partner Organizations,

We are excited for the Xavier University Summer Service Internship Program this year! The purpose of the program is twofold: to provide opportunities for students to learn deeply about social issues through experience and reflection, and to assist social service organizations in providing valuable services to the community.

Sixteen college interns will be available for placement at community organizations. 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 asking each community partner organization to contribute a participation fee of \$500 per college intern.

Program Requirements:

- **Basic Requirements:** Comply with all deadlines, key dates, and events prior to and during the Summer Service Internship (see [Xavier Summer Service Timeline for Community Partner Organizations](#) on our [website](#)).
- **Work:** Provide **35 hours of work/week** (approximately 7 hours/day) for the intern during normal business hours, **May 28 – July 26, 2024**.
- **Interviews:** Provide a representative to attend 2 full nights of interviews in-person on Xavier's campus on **Wednesday, March 13 and Thursday, March 14 from 5:45-9:00pm** both nights (see [Xavier Summer Service Timeline for Community Partner Organizations](#) on our [website](#)).
- **Meaningful, Engaged Role:** Each intern's work duties must be meaningful, involving direct service to the populations and/or community the community organization serves. A position cannot include administrative or fundraising duties as a main component. (This program tends to draw very talented and engaged students. It is important to us to see them grow in their community and justice knowledge through this experience!)
- **Complete Orientation:** Once the interns are on-site, provide a thorough orientation to your community organization, training for the specific job and ongoing training as needed. This orientation **must** include (at minimum) the following elements:
  - a tour of facilities,
  - overview/explanation of history of organization and program,
  - introduction to organization employees (ideally by providing the intern with a list of people to meet with and questions to ask them), and
  - a detailed to-do list for the intern's first two weeks of work.
- **Participation Fee:** Each community organization will contribute \$500 per intern.
- **Supervision:** Provide appropriate staff supervision including regular one-on-one meetings with the intern, availability to answer his/her questions, signing intern's Xavier timesheet, and where appropriate including interns in staff meetings and other community organization functions.



(Program requirements, continued)

- **Feedback:** Provide interns with feedback on performance, recognition and job references as appropriate.
- **Evaluation:** Complete a formal evaluation of intern and the summer experience at the conclusion of the program (due July 19).

Application Requirements:

- **Fully complete** the Xavier Summer Service Community Organization Application and attach the following materials:
  - Community organization brochures, literature, and/or media
  - One intern job description (see sample job description on our website)
  - Complete orientation plan for intern's first week (see sample orientation plan and description on our [website](#))

Community Organization Selection Criteria:

- All organizations and positions are considered based upon criteria including mission of the program, meaningful nature of the internship opportunity, competent supervision, and potential for a transformational experience for a Xavier intern. Additionally, donor funding may dictate particular priorities for selection (i.e. a donor who is funding interns who work with children or with people experiencing homelessness, etc.) Xavier University typically receives numerous community organization applications; therefore, selection is competitive. Please follow all guidelines and due dates as provided.

Interns and Selected Community Organizations:

- XU Intern candidates will be required to attend one "Community Organization Interview Night." There will be 2 Interview nights, held in-person on Xavier's campus on **Wednesday, March 13, AND Thursday, March 14, 2023. All selected community organizations must have at least one representative present on both of these dates** (from 5:45-9:00pm) to conduct interviews with prospective student interns.
- After the interviews, each community organization and each intern candidate will rank their preferences for interns and organizations, respectively.
- The Xavier Summer Service Internship staff team will determine the final pairing of interns with community organizations.
- Community organizations will be notified of XU intern placements by **early April**.

More information is available on the Summer Service website at

<https://www.xavier.edu/cfj/service-justice/summer-service-internship-program2>

If you are interested in applying as a potential Summer Service Internship intern host, **please complete the [online application](#) by Monday, January 29, 2024**. Please contact Shannon Hughes at [hughesse1@xavier.edu](mailto:hughesse1@xavier.edu) or 513-745-3560 if you have any questions.

In peace,

Shannon Hughes  
Associate Director, Dorothy Day Center for Faith & Justice  
Xavier University