November 25, 2019

Dear Cincinnati-area Non-profit Agency Representative,

For the twenty-fifth consecutive year, Xavier University will offer its Summer Service Internship Program! 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 agencies 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 asking each agency 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 Summer Service Agency Timeline)


- **Interviews**: Provide a representative to attend 2 full nights of interviews on Tuesday, March 3 and Wednesday, March 4 from 5:45-9:00pm both nights. (see Agency Timeline)

- **Meaningful, Engaged Role**: 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!)

- **Complete Orientation**: Once the interns are on-site, provide a thorough orientation to your agency/organization, training for the specific job and ongoing training as needed. This orientation **must** include the following:
  - 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 site must 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 agency 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 17), including an in-person performance evaluation meeting with the intern prior to the end of the internship.

**Application Requirements**:

- **Fully complete** the 2020 Xavier Summer Service Agency Application and attach the following materials:
  - Agency brochures, literature, and/or media
  - One intern job description (see sample HERE)
  - Complete orientation plan for intern’s first week (see sample HERE and description listed above)

**Agency Selection Criteria**:

- All agencies and positions are considered based upon criteria including the 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 agency applications; therefore, selection is competitive. Please follow all guidelines and due dates as provided.

**Interns and Selected Agencies**:

- XU Intern candidates will be required to attend one “Agency Interview Night.” There will be 2 Interview nights, **Tuesday, March 3, AND Wednesday, March 4, 2020**. **All selected agencies must have at least one representative present on both of these dates** (from 5:45-9:00pm) to conduct short interviews with prospective student interns.
- After the agency interviews, each agency and each intern candidate will rank their preferences for interns and agencies, respectively.
- The Xavier Summer Service Internship Committee will determine the final pairing of interns with agencies.
- Agencies 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-justice1/summer-service-internship-program2](https://www.xavier.edu/cfj/service-justice1/summer-service-internship-program2)

If you are interested in applying as a potential Summer Service Internship site, please complete the **online application** by Friday, **January 10, 2020**. Please contact Angela Gray-Girton at graya3@xavier.edu or 513-745-3330 if you have any questions.

Sincerely,

Angela K. Gray-Girton
Program Coordinator, Summer Service Internship Program, XU Center for Faith & Justice