

Northern Michigan University

# Student Leader Fellowship Program



Community Service Internship  
Adviser Booklet

# PURPOSE STATEMENT AND GOALS

## Purpose Statement:

The Student Leader Fellowship Program is designed to develop a leader who is better equipped to meet community and societal responsibilities. Therefore, the Community Service Internship is one of the most vital components of the Student Leadership Fellowship Program. Participation in the internship will allow Student Fellows to gain a true appreciation of the ethics, values, demands, and processes associated with responsible leadership and will provide an avenue to ensure a continued commitment to the community.

## Goals:

The Community Service Internship will provide Student Fellows the opportunity to:

1. Use acquired leadership skills in the creation and implementation of a community service project.
2. Be directly involved in and responsible for meaningful community enrichment or social change activities.
3. Have a positive impact on the quality of life in Marquette and surrounding areas.
4. Have a satisfying and enjoyable leadership experience in an area of interest.

# CRITERIA FOR ASSESSING THE COMMUNITY SERVICE INTERNSHIP

Community Service Internship proposals will be accepted based on the following criteria:

## 1. LEADERSHIP

Does the Student Fellow have leadership of the project? This may involve leading the activities of a group, setting goals and implementing them, and taking ultimate responsibility for the success or failure of the task. The Student Fellow must also be able to make important decisions within the CSI, which utilize analytical and problem-solving skills.

## 2. CHALLENGING vs. REALISTIC MISSION

Is the overall mission of the CSI challenging? At the same time, does it suggest a realistic process for accomplishment? The nature of the project must lend itself to specific goals, which, if followed in a step- by-step fashion, will achieve a tangible outcome over a period of two semesters.

## 3. COMMUNITY SERVICE/VOLUNTEERISM

Is the CSI truly a volunteer project? It must not be done for money, academic or career advancement, or other extrinsic personal reward. It must involve meaningful tasks that make a difference in the lives of people in Marquette/Alger Counties.

## 4. TIME COMMITMENT

Is the time commitment appropriate? The proposed CSI must entail an on-going commitment which takes approximately three-four hours per week over two semesters. However, it is recognized that some internships will demand more time some weeks and less other weeks. It is permissible to operate on a flexible time-frame provided the schedule has been approved by your Site Adviser.

## 5. COMMUNITY SERVICE ADVISER

Who will be the Site Adviser? Student Fellows must work closely with a Community Service Internship Site Adviser who has an in-depth, working knowledge of the internship setting. Community Service Site Advisers are community leaders who are committed to helping Student Fellows establish and achieve their CSI goals.

# ROLES & EXPECTATIONS

September-April

## Expectations of Student Fellows:

1. Complete a detailed Service Learning Form after approximately 10 hours of your CSI have been completed.
2. Participate in Monthly Internship Meetings with other Student Fellows and SLFP staff.
3. Attend a one-on-one meeting with an SLFP staff member each semester.
4. Maintain communication with your CSI Site Adviser through regularly scheduled meetings.
5. Write a Reflection Paper at the end of the Community Service Internship experience.

## Expectations of Community Service Internship Site Advisers:

1. Provide Student Fellows with the orientation, advice, and guidance necessary for success in the internship.
2. Provide the proper work environment as needed to perform the Community Service Internship.
3. Complete a brief written evaluation of each Student Fellow mid-project and at the end of the project.
4. Maintain communication with Student Fellow(s) through regularly scheduled meetings.
5. Communicate any problems, concerns, or other feedback to the SLFP staff.

## Expectations of SLFP Staff:

1. Facilitate Internship Meetings for service learning, idea sharing, motivation, and fellowship.
2. Monitor the progress of Student Fellows to award those who have completed the SLFP, to recognize outstanding contributions, and to intervene in cases of failure to meet minimum expectations.
3. Meet with each Student Fellow once each semester.

# COMMUNICATION RESPONSIBILITIES



Communication

