



# **Developing your Community**

## **Service Internship**



# PURPOSE STATEMENT AND GOALS

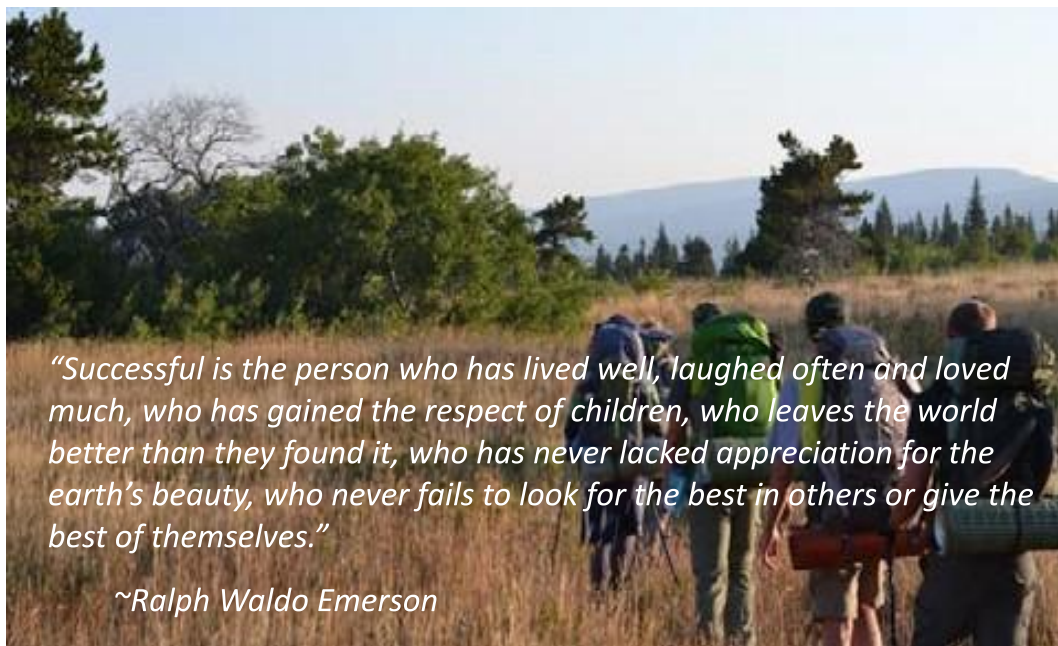
## Purpose Statement

The Student Leader Fellowship Program (SLFP) is designed to develop a leader who is better equipped to meet community and societal responsibilities. Therefore, the Community Service Internship (CSI) is one of the most vital components of the Student Leader 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:

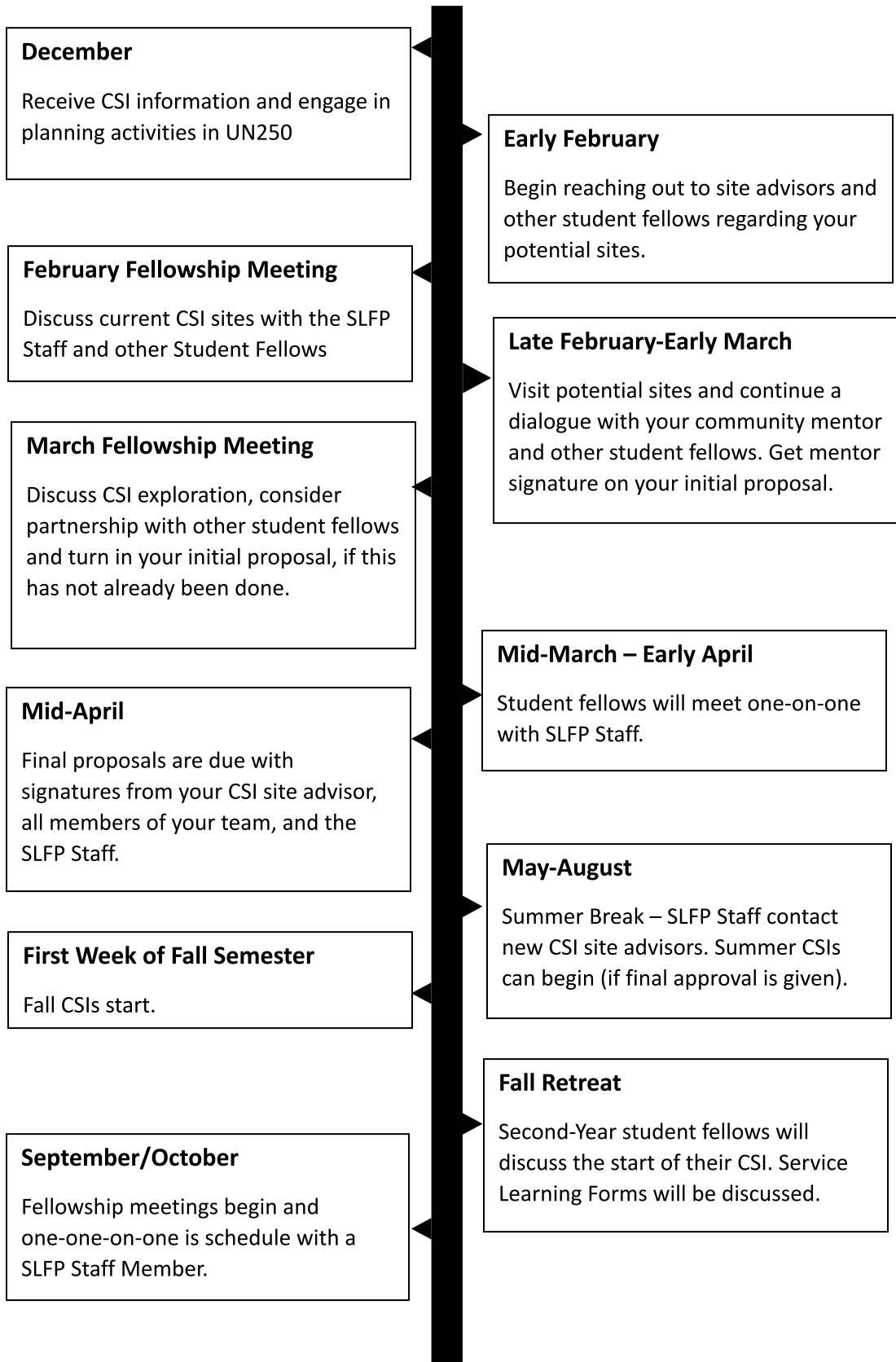
1. Use acquired leadership skills to create and implement a community service project.
2. Be directly involved in and responsible for community enrichment or social change activities.
3. Have a positive impact on the quality of life in Marquette and surrounding areas.
4. Have a satisfying and enjoyable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



*"Successful is the person who has lived well, laughed often and loved much, who has gained the respect of children, who leaves the world better than they found it, who has never lacked appreciation for the earth's beauty, who never fails to look for the best in others or give the best of themselves."*

*~Ralph Waldo Emerson*

# TIMELINE AND PROCESS FOR INTERNSHIP DEVELOPMENT



# TIPS FOR DEVELOPING A GREAT COMMUNITY SERVICE INTERNSHIP

## **Be Creative**

Is there something that hasn't been done before that would be interesting and exciting for you and benefit the community?

## **Be Bold**

Sometimes the most rewarding experiences take us out of our comfort zone.

## **Be Thorough**

Time invested NOW in exploring Community Service Internship possibilities will result in a great experience next year. Find a site that will be meaningful and that you will thoroughly enjoy!

## **Consult with your Mentor**

Often, they will have good advice and great ideas for you.

## **Use All of your Sources**

Past and current site listings, second-year Student Fellows, Mentors, SLFP staff, etc.

## **Consider Teaming Up**

It can be very enjoyable to have a partner or partners!



# **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 the leadership of the project? This may involve leading a group's activities, setting and implementing goals, 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 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 people's lives in Marquette/Alger Counties. The internship site must be a nonprofit.

## **4. TIME COMMITMENT**

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

## **5. COMMUNITY SERVICE ADVISER**

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

# ROLES AND EXPECTATIONS

## Expectations of Student Fellows:

1. Complete the Service Learning Form after you complete 10 hours in your CSI.
2. Participate in Monthly Fellowship 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, recognize outstanding contributions, and intervene in cases of failure to meet minimum expectations.
3. Meet with each Student Fellow once each semester.



# Tips for Contacting Possible Service Sites

When reaching out to possible service sites for your Community Service Internship (CSI), keep the following things in mind:

## Do your research before reaching out.

Google the organization. Browse their website and/or social media. Use the tools the SLFP has provided to you to get an idea about their mission and the possibilities for internship projects.

Depending on the organization or project you're contacting, the contact person may or may not be a paid staff person. This means they may not immediately return phone calls or emails or be reachable during regular business hours. Persistence is key!

- Send another email or call again
- Try another method of communication (e.g., if you emailed the first time, try calling)
- Try another contact person or email/phone number (if possible)

If you still haven't heard anything back after a few weeks, send one more email/phone call asking if there is someone else you should talk to. If you don't hear back after that, it's probably time to try contacting a different service site.

## Communicate professionally.

You may eventually build a relationship with your site adviser where informal communication is acceptable. But starting, you should communicate professionally. Professional communication is:

- **Grammatically correct:** Make sure to re-read your email before you send it. Ask a roommate or friend to proofread it.
- **Timely:** A good rule is to respond to emails and phone calls within two days. You should respond within a week, at the most, even if it's just to say that you got their email/call and will respond fully when you have time or have more information.
- **Specific and accurate:** Provide as much detailed information as possible and double-check any dates, times, etc., before sending it out.



Make sure to give your site adviser enough time to review your final proposal and respond with any questions, suggestions, etc. Plan on giving your service site adviser at least a week to respond.



*If you are not sure where to start when contacting a service site for the first time, see the example letter below:*

**Sample Letter:**

August 16, 2023

Dear Ms. Anthony:

My name is Hannah Lewis, and I am a Student Fellow in the Student Leader Fellowship Program (SLFP) at Northern Michigan University. The SLFP is a two-year leadership program that aims to develop competent, ethical, and community-centered leaders. As a part of the program requirements, I must complete a 100-hour community service internship.

- *Tell them how you found out about their organization/project. Mention if Student Fellows have done their internship there before.*
- *Tell them what type of experiences you are looking for. Be specific if possible. Best if you can do things they need help with.* For example: "I saw on your website that you are looking for volunteers to ...(fill in the blank). I am interested in..."
- *Give them information about your timeline for the internship* (when do you plan to start the internship? Summer? Next fall?) and when you need to have something confirmed (April 9 for your Final Proposal).
- *Move the conversation forward by asking to discuss the possibility of an internship.* Tell them when you're available to meet and how they should contact you (e.i. by phone, email, Zoom, etc.)

Thank you,

Hannah Lewis

Teal Block, Student Leader Fellowship Program Northern Michigan University

# COMMUNICATION RESPONSIBILITIES

