

# Internship Site/Employer Application

## Rutgers Scarlet Service Internship (RSSI) Program:

### Purpose of the Application Form

**Thank you for your interest in applying to be an internship site within the Rutgers Scarlet Service Internship (RSSI) Program's Summer 2024 cohort!**

The Rutgers Scarlet Service Internship (RSSI) Program will provide meaningful in-person summer internship experiences to Rutgers University sophomores and juniors at public service-orientated non-profit organizations and direct-service government offices while expanding their knowledge and skills to engage as active citizens. To ensure access to this opportunity, student participants will earn a \$5,000 stipend and tuition assistance for the associated 3-credit course.

Please complete this 10-20 minute application in its entirety to be considered. We highly recommend previewing the application and collecting your information before you begin. Note that the length of the application may vary based on the number of opportunities within your organization. If you have questions regarding this application or the information required within it, please refer to the [RSSI website](#) or contact us at [rssi-experiences@echo.rutgers.edu](mailto:rssi-experiences@echo.rutgers.edu).

**If selected, you will be invited to participate in the student/employer virtual interview phase. Following those interviews, you will rank the students that you are interested in having placed with your organization. RSSI program administrators will use this list and the student ranking lists to assign matches.**

Please note that Rutgers University does not guarantee acceptance into RSSI upon application or guarantee that all placement sites or experiences will receive a matched student. Participation in last year's cohort does not guarantee acceptance or a student match this year.

## Section One: Primary Contact and Organization

Please respond to these questions as the primary contact for your organization's application to RSSI.

**Note:** Our team will use this contact for questions regarding this application, as well as for future communication regarding acceptance and internship matching. You will have an opportunity to include supervisory contacts later.

Please indicate the professional title, first name, last name, work email address, work phone and cell phone of the primary contact for this application.

Primary Contact Professional Title

Primary Contact First Name:

Primary Contact Last Name:

Primary Contact Work Email: (one that you respond to)

Primary Work Phone Number: (one that you respond to)

Primary Cell Phone Number: (to be used for emergency purposes)

Did your organization apply to be an RSSI Employer Site last summer (2023)?

Yes

No

Was your organization matched with an intern for last summer (2023)?

Yes

No

How did you hear about Rutgers Summer Service Internship (RSSI) Program? If you were referred by an internal Rutgers contact, please put their name in this field.

**Please respond to these next questions from the viewpoint of the organization.**

Name of the organization you represent:

Organization's full permanent business address (including city, state, zip code and county) and/or where the intern will complete in-person work:

Organization's Street Address

Organization's City

Organization's State

Organization's Zip Code

Organization's County

Please check which public transportation and/or parking options are available at the primary work location.

- Bus
- NJ Transit
- Path Train
- NYC Subway
- Septa
- On-Site Parking (available for student use)
- Street Parking

How far (distance in miles) is the nearest public transportation option from your organization's permanent business address? If public transportation is not an option please note N/A.

All RSSI sites must be a public service-oriented non-profit organization or direct-service Government office (for-profit businesses are not eligible under any circumstances). Please note how your Organization identifies below

- Public-Service Non-Profit Organization
- Direct-Service Government Office

Is your organization registered as a 501(c)(3)?

- Yes
- No

## Brief organizational mission statement.

Note: To meet RSSI eligibility, this must include service to the community.

Organization's website/URL:

<http://>

Will the intern be required to complete a background check?

- Yes
- No

Is the intern required to make any financial investment into the internship as a condition of their employment? (e.g medical or work clearances, background checks, parking, travel expenses outside of commuting to and from the internship's permanent office location, etc.)

- Yes
- No

Please explain the financial investments that students would be required to make as a condition of their employment. Provide as much detail as necessary to clarify.

Approximately how many full-time employees are at the organization's primary work location?

- One
- 2-10
- 11-29
- 30-49
- 50+

Please indicate the total number of unique internship type(s) you would like to be considered for this summer.

For example, if you wish to offer a Project Planning internship and a Social Media internship, please select '2', but if you wish to offer '2' Project Planning internships, please select '1'. You will be able to indicate multiple vacancies per internship type later in this application.

- 1
- 2
- 3
- 4

Please affirm that the following is true about the internships you will provide by selecting all the boxes below:

Note: Positions without all the following items will most likely not be accepted.

- The intern will be meeting with their supervisor at least once per week.
- The intern will not be at the internship site alone. A full-time staff member will be present at all times at the internship site.
- The intern will receive an orientation to the organization.
- There is stability within the intern's position, meaning that this role should not drastically change at any point.
- The intern will have the opportunity to interact and learn from others within the organization. The majority of these interactions will be in-person.

- The intern will have an opportunity to ask questions and receive constructive, professional feedback. (The supervisor will participate in midterm and end-of-semester evaluations for their intern(s)).
- This intern will NOT replace a full-time role.
- The intern will not receive an additional wage from the organization during the program. Rutgers University will provide the intern with a \$5,000 stipend in two installments to support their education and employment.
- The internship is primarily an 'in-person' experience (at least 75% in person) unless the university determines a switch to remote is warranted due to health and other environmental factors.
- The internship is located in a non-residential space. A non-residential space refers to designated office space, shared workspace, or a separated, designated office space with a separate entrance located in a residential home.
- The intern will work with your organization for at least 150 hours over the course of 10-12 weeks (averaging 15 hours per week) between late May and mid-August. Interns will be asked to track their hours on an hourly log provided by the RSSI program. Supervisors will be asked to sign off on those logs at the middle and end of the experience.
- The intern will be made aware of any financial investments they are expected to make, at the time of their interview.

## Section Two : Intern Experience #1

**INTERNSHIP #1: Please respond to the questions below regarding your potential intern(s) and what they will be focusing on during their experience.**

Title of the Internship Position:

*Example: Social Media Intern or Social Media Internship*

Please indicate the professional title, first name, last name, work email address, work phone and cell phone for the supervisor of this internship position.

Supervisor Professional Title

Supervisor First Name

Supervisor Last Name

Supervisor Work Email Address

Supervisor Work Phone Number

Supervisor Cell Phone Number (for on-site emergency use)

Is the intern's direct supervisor a paid, full-time employee (30+ hours) at the organization that is directly employing the intern? (e.g the supervisor is not a contractor, or third party).

- Yes
- No

Number of vacancies associated with this role:

*(Example: If you have two openings for this exact same internship, please select two.)*

- 1
- 2
- 3

Please select the region from the list below that best describes where this internship experience will physically take place.

- Southern NJ
- Central NJ
- Northern NJ



- New York City
- Philadelphia Region
- Other

Please select the category that best suits the role this position represents:

- Accounting
- Advertising, Media and/or Public Relations
- Community & Social Services
- Data & Analytics
- Design/Art
- Education/Teaching/Training
- Environmental/Sustainability
- Fundraising & Event Management
- Human Resources/Administration
- Information Technology
- Marketing
- Political Organizing/Lobbying
- Project Management
- Research/Science
- Social Media
- Web Development
- Writing/editing
- Other:

Please list between four (4) and seven (7) specific responsibilities (e.g tasks, projects, focus points, etc), that the intern will complete during the experience. Please ensure that no more than one (1) of them is clerical/administrative in nature.

If your application does not include at least four (4) responsibilities, or if those responsibilities are not consistent with responsibilities/duties that would exist in an official job description, your experience could be deemed ineligible.

Please review the below examples of ***acceptable*** responsibilities from previous applications:

1. This intern would be responsible for drafting press releases, expanding our social media presence on Twitter and Instagram, and conducting proactive external outreach to other community stakeholders.
2. This intern will also be responsible for tracking engagement on all of our platforms and working with our Marketing Coordinator on different ways to boost engagement. These platforms could include, Twitter, Facebook, Instagram etc.
3. The intern would be responsible for proactively finding different grants from nonprofits and local governments and drafting grant proposals.
4. Assist HR Coordinator with recruiting, interviewing, and referring qualified internal and external job applicants for all professional positions.
5. Participate in the development and implementation of health promotion programs and events
6. Learn the rules, regulations, and intricacies affecting a constituent's issue as well as the procedures and structure of responding to inquiries.

Please review the below example of ***unacceptable*** responsibilities from previous applications:

1. Support social media operations and fundraising initiatives (Not enough detail. Did not provide 4 responsibilities).
2. Complete Tasks
3. Writing and Editing
4. Project Management

Responsibility One

Responsibility Two

Responsibility Three

Responsibility: Four

Optional : Responsibility Five

Optional : Responsibility Six

Optional : Responsibility Seven

Select the public service pathway from the list below that best represents this internship experience.

- Community-Engaged Learning and Research: Connecting coursework and academic research to community-identified concerns to enrich knowledge and inform action on social issues.
- Community Organizing and Activism: Involving, educating, and mobilizing individual or collective action to influence or persuade others
- Direct Service: Working to address the immediate needs of individuals or a community, often involving contact with the people or places being served
- Philanthropy: Donating or using private funds or charitable contributions from individuals or institutions to contribute to the public good.
- Policy and Governance: Participating in political processes, policymaking, and public governance

One of the primary goals of this initiative is to **provide students with opportunities for civic and community engagement**. As such, sponsored interns must have opportunities to **engage directly with the community served by your organization** and discuss with the supervisor some of the challenges the

organization is trying to address.

If direct community interaction is impossible (e.g confidentiality concerns), the intern must have a chance to interact with full-time employees who engage in direct service to the community.

**Briefly describe how this position will engage with the community or with employees who engage the community (please provide specific examples):**

**This section will focus on the internship's professional skill-building and career development.**

Please indicate at least THREE (3) items that would be considered learning or professional development goals or non-tangible skills for the intern. They can be general items, role-specific, industry-specific, or organization-specific.

*Unsure how to create these?*

Part of what differentiates an internship from a part-time or volunteer role is the intentional integration of professional development opportunities and skill-building. Examples of professional development skills include but are not limited to:

- critical thinking
- time management
- professionalism
- leadership
- teamwork
- written, professional communication
- presentation skills

- project management

Please create learning objectives or goals by considering the above professional development skills.

**Examples of acceptable learning objectives are:**

- Interns will focus primarily on building relationships with the local community by directly meeting with the population and performing related research regarding said community.
- Interns will practice project management by having management/leadership over planning, coordinating, and day-of facilitating of the XYZ Big Event, our signature summer community-wide event.
- Interns will practice professional communication and critical thinking by preparing and delivering a SWOT analysis and presentation to offer thoughts and insight into a current system or initiative.

Learning Goal One

Learning Goal Two

Learning Goal Three

Optional : Four

Optional : Five

Optional : Six

Are intern(s) required to be fluent in a language other than English to be successful as a condition of their employment in this unique experience?

- Yes
- No

Which language(s) are intern(s) required to be fluent in?

- Spanish
- Chinese (Mandarin or Cantonese)
- French
- Hindi, Bengali or Marathi
- Portuguese
- Arabic
- Haitian Creole
- Farsi
- Korean
- Russian
- Ukrainian
- Polish
- Other

What hours will the intern be expected to work (select all the apply)?

- Monday - Friday, Regular Business Hours (8am - 6pm)
- Saturday - Sunday, Regular Business Hours (8am - 6pm)
- Evening Hours (after 6pm)

Please provide more information regarding weekend hours and/or evening hours. Will the intern be expected to regularly work these hours? How often? What weekend/evening hours will the intern be working? Etc.

## **Additional Internship Experiences:**

Questions will be the same as those listed above for  
"Intern Experience #1"

## Section Three : Employer Acknowledgement and Signature

### Employer Acknowledgement and Signature

By participating in RSSI, it is understood that:

- The intern will report to work promptly or notify the organization and intern supervisor immediately in the event of an emergency.
- The intern will direct energy to the completion of work, required hours, employer tasks/responsibilities, and course assignments.
- The intern and/or the supervisor will notify the RSSI administrators immediately if there are any changes in the job duties that are inconsistent with the terms to which were initially agreed.
- The intern will adhere to and abide by all Rutgers policies and procedures. Rutgers policies are subject to revision, and it is the student's responsibility to be knowledgeable of the current text or status of all Rutgers policies and procedures.
- The interns will release midterm and final employer evaluations to their instructors and Rutgers by extension.
- The supervisor will recognize the student intern as a "trainee" and provide appropriate learning experiences and appropriate supervision throughout the duration of the internship.
- The supervisor will complete and discuss the appropriate RSSI-required evaluations with the student.
- The supervisor will promptly notify RSSI administrators of any significant change to the status of the internship prior to terminating the position.
- The supervisor will agree to participate in a site visit if deemed necessary.
- Rutgers will provide asynchronous academic instruction concurrent with the internship.
- Rutgers and the supervisor will provide guidance as necessary
- Rutgers grants academic credit as approved toward the completion of the student's degree if the conditions of the internship are fulfilled in accordance with University and course policy.

Please sign below to indicate your understanding of the previous statement.

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**SIGN HERE**