

RSSI/RSS-DC Student Application 2024

Start of Block: RSSI/RSS-DC Introduction and Application Instructions

Below is the combined application for the Rutgers Scarlet Service Internship (RSSI) Program and the Rutgers Scarlet Service in Washington, DC (RSS-DC) Program.

The **Rutgers Scarlet Service Internship (RSSI) Program** provides Rutgers sophomores and juniors from Rutgers-Camden, Newark, and New Brunswick with an opportunity to earn up to \$5,000 while interning for a minimum of 150 hours over 10-12 weeks during the summer at a public service non-profit organization or direct-service government office. Students also participate in a three-credit concurrent virtual, asynchronous internship course designed to explore and engage with the topic of public service while building their career readiness and professionalism skills. You can read more here: careers.rutgers.edu/rssi.

Eligibility for RSSI Program: Current sophomores and juniors with a 2.5 minimum GPA (61-91 credits by end of Spring 2024)

Note: Students who have already participated in RSSI are not eligible to reapply for RSSI, but are eligible to apply for RSS-DC.

The **Rutgers Scarlet Service in Washington DC (RSS-DC) Program** offers qualified Rutgers sophomores and juniors from Rutgers-Camden, Newark, and New Brunswick of all majors the opportunity to live, work, and learn in DC, the epicenter of American government, politics, and public leadership. Students will intern for a minimum of 150 hours over the summer at a government or non-profit office. RSS-DC students will be provided complimentary housing, a \$3,500 stipend, internship placement support, and a three-credit course free of charge. You can read more here: rssdc.rutgers.edu.

Eligibility for RSS-DC Program: Current sophomores and juniors with a 3.0 minimum GPA.

Other Notes: Students who have already participated in RSS-DC are not eligible to reapply for RSS-DC, but they may be eligible to apply for RSSI. In addition, RSS-DC students will live with fellow program participants in shared housing provided by RSS-DC throughout the summer program. Finally, RSS-DC students are expected to take the lead on identifying summer internship opportunities. It is in the best interest of RSS-DC applicants to begin that process now, given the increased demand of interning in Washington, DC.

All materials must be submitted via this form by Wednesday, November 15 at 12:00 pm noon. It is important to note that students cannot save draft version(s) of this form and return to it later. You must complete and submit the application in one sitting.

Note for Applicants: This is a joint application for the RSSI and RSS-DC programs. You may apply to one or both program(s) in this application. If you decide to apply for both programs, you will need to answer the required application questions and essay prompts for each individual program.

General Scarlet Service Application Overview

Before completing your application(s), **please collect/draft the following items: resume, unofficial transcript, contact information for two references, and responses to your essay questions.**

All materials must be submitted via this form by Wednesday, November 15 at 12:00 pm noon. It is important to note that students cannot save draft version(s) of this form and return to it later.

1. **General Student Information**
2. **General Academic Information**
3. **General Internship Information**
4. **Required Supporting Materials:**
 - a. **Resume:** One page preferred, two pages maximum (Need Assistance? Career Advising Resources: [Camden](#) | [New Brunswick](#) | [Newark](#))
 - b. **Unofficial Transcript:** Rutgers transcript, including your current semester of classes. If you are transfer student and have been at Rutgers for less than one academic year, please include transcripts from previous colleges/universities.
 - c. **Two References:** Provide the name, title, organization, phone number, current workplace, and email address of two contacts who can speak to your experiences and work ethic. References can include advisors, faculty, staff, supervisors, etc. Your references should not be related to you, and one should be academic. Reference checks are conducted when more information is needed to determine between two or more equal candidates.
5. **RSSI and/or RSS-DC Essay Questions**
6. **General Internship Questions**
7. **Applicant Affirmation**

I would like to apply for...

- Rutgers Scarlet Service Internship (RSSI) Program
 - Rutgers Scarlet Service in Washington, DC (RSS-DC) Program
 - Both Scarlet Service Programs
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Rutgers Scarlet Service Internship (RSSI) Program Essay Prompts

Before completing the RSSI Program essay prompts, **please collect/draft your responses to the essay questions.**

The essay prompt responses will allow the selection committee the opportunity to learn more about each candidate. **Please craft your responses in a word processing application (MS Word, Google Doc, etc.) to ensure your answer is within the noted word limit of each essay prompt.**

1. Why are you applying, what do you hope to get out of RSSI, and why should you be selected? Please describe your interest in public service and how it might relate to your career goals. Applicants are encouraged to include previous relevant experience or related personal experiences. (300 words or less)
2. Tell us about a time you encountered someone with a perspective different from your own. How did you approach the situation to work across differences? (200 words or less)
3. Tell us about a time when you encountered an unexpected problem at school, in the workplace, at a co-curricular activity, or in your personal life. What was your approach to solving the problem? What motivated you to persevere through adversity? And what did you learn from that experience? (200 words or less)
4. Is there anything else we should know about you? (optional)

When you submit your application, you will see a confirmation screen and receive a copy of the submitted application to the email you provided.

All students will be notified of their program status by mid-January 2024. Selected students must confirm acceptance prior to participating in interviews with internship sites.

Rutgers Scarlet Service in Washington, DC Program Essay Prompts

Before completing the Rutgers Scarlet Service in Washington, DC Program essay prompts, **please collect/draft your responses to the essay questions.**

Your essay prompt responses will allow the selection committee the opportunity to learn more about each candidate. **Please craft your responses in a word processing application (MS Word, Google Doc, etc.) to ensure your answer is within the noted word limit of each essay prompt.**

1. Please describe your interest in public service and how it might relate to your career goals. What do you hope to get out of this program? Applicants are encouraged to

include previous relevant experiences or related personal experiences. (300 words or less)

2. Why do you want to intern in Washington, DC specifically? What type of internship experience would you prefer (e.g. government agency, congressional office, non-profit, think-tank, arts/museum, international affairs, etc.) (200 words or less)
3. Describe a situation where a decision you made was impacted by including different perspectives. (200 words or less)
4. Consider a time you experienced failure and share how you dealt with it. (200 words or less)
5. Is there anything else we should know about you? (optional)

When you submit your application, you will see a confirmation screen and receive a copy of the submitted application to the email you provided.

All students will be notified of their selection into the RSS-DC Program by January 2024. All applicants acknowledge that students in RSS-DC are expected to take the lead on identifying summer internship opportunities and understand that it is in their best interest to begin that process now, given interest in interning in Washington, DC.

End of Block: RSSI/RSS-DC Introduction and Application Instructions

Start of Block: General Applicant Information

General Applicant Information:

- First Name: (should match the name on your Rutgers account)
- Last Name: (should match the name on your Rutgers account)
- Preferred First Name:
- Rutgers University ID Number (RUID):
- Net ID:
- Preferred Email Address:
- Cell Phone Number:
- Hometown:
- County:

Citizenship Status (this information is confidential and will only be used to process stipend and tax information if accepted):

- US Citizen
- Permanent Resident
- International Student
- Other

Optional - Gender Pronouns:

- he/him
- she/her
- they/them
- he/they
- she/they
- Other

Optional - Race/Ethnicity (mark all that apply):

- Asian American/Pacific Islander
- Black/African-American
- Latina/o/x/e
- Native American/Alaska Native/Native Hawaiian
- Middle Eastern/North African
- White/Caucasian
- Multi-racial
- Other:

Optional - Are there languages other than English in which you are fluent or have a working proficiency?

- Arabic
- Cantonese and/or Mandarin
- Farsi
- French
- Haitian Creole

- Hindi, Bengali, and/or Marathi
- Korean
- Polish
- Portuguese
- Russian
- Spanish
- Ukrainian
- Other:

End of Block: General Applicant Information

Start of Block: General Academic Information

General Academic Information:

- Primary Campus:
 - Rutgers-Camden
 - Rutgers-New Brunswick
 - Rutgers-Newark
- Select Primary Academic School (Undergraduate Only):
- Major:
- Minor (if any):
- GPA (Overall Cumulative GPA): *On a 4.0 scale. Transfer students should list most recent overall cumulative GPA.*
- Expected graduation date: (MM/YY). *Note: Only current sophomores and juniors are eligible to apply*

End of Block: General Academic Information

Start of Block: General Supporting Documentation

General Supporting Documentation

Note: If applying to RSSI and RSS-DC programs, all items submitted in this section will be reviewed by both programs. If applying to just one program, only that program will review all items submitted in this section.

Two Reference Contacts: Please provide the name and email address of two contacts who can speak to your experiences and work ethic. References can include advisors, faculty, staff, supervisors, etc. At least one contact should be an academic reference. Contacts should not be

related to you. Reference checks are conducted when more information is needed to determine between two or more equal candidates.

Reference Contact #1:

- Reference Contact First Name
- Reference Contact Last Name
- Reference Contact Title
- Reference Contact Organization
- Reference Contact Current Workplace (This answer may be the same as the organization named above if reference is still working there)
- Reference Contact Phone Number

Reference Contact #2:

- Reference Contact First Name
- Reference Contact Last Name
- Reference Contact Title
- Reference Contact Organization
- Reference Contact Current Workplace (This answer may be the same as the organization named above if reference is still working there)
- Reference Contact Phone Number

Attach Supporting Documents

Click on 'Choose File' button below to upload each of the required documents. All files must be in Adobe PDF or MS Word format and include applicant name on top of first page.

Resume: One page preferred, two pages maximum.

Unofficial Transcript: Unofficial Rutgers transcript (download and save as Adobe pdf file or copy/paste into MS Word document). Transfer students must attach unofficial transcript from previous college and class list for current semester. All files must be in Adobe Acrobat (pdf) or MS Word (.doc/.docx) format. Students with grade concerns are welcome to upload a narrative explanation in additional attachment field.

Optional: Additional Attachment Secondary transcript (transfer students) or narrative explanation. Please ensure your name is included in this attachment.

End of Block: General Supporting Documentation

Start of Block: RSSI Essay Questions

RSSI Essay Prompts

Essay prompts will allow the selection committee the opportunity to learn more about each candidate. Provide a thorough response that fully answers the prompts. **Please craft your**

responses in a word processing application (MS Word, Google Doc, etc.) to ensure your response is within the noted word limit of each essay prompt.

1. Why are you applying, what do you hope to get out of RSSI, and why should you be selected? Please describe your interest in public service and how it might relate to your career goals. Applicants are encouraged to include previous relevant experience or related personal experiences. (300 words or less)
2. Tell us about a time you encountered someone with a perspective different from your own. How did you approach the situation to work across differences? (200 words or less)
3. Tell us about a time when you encountered an unexpected problem at school, in the workplace, at a co-curricular activity, or in your personal life. What was your approach to solving the problem? What motivated you to persevere through adversity? And what did you learn from that experience? (200 words or less)
4. Is there anything else we should know about you? (optional)

End of Block: RSSI Essay Questions

Start of Block: RSS-DC Essay Questions

RSS-DC Essay Prompts

Essay prompts will allow the selection committee the opportunity to learn more about each candidate. Provide a thorough response that fully answers the prompts. **Please craft your responses in a word processing application (MS Word, Google Doc, etc.) to ensure your response is within the noted word limit of each essay prompt.**

1. Please describe your interest in public service and how it might relate to your career goals. What do you hope to get out of this program? Applicants are encouraged to include previous relevant experiences or related personal experiences. (300 words or less)
2. Why do you want to intern in Washington, DC specifically? What type of internship experience would you prefer (e.g. government agency, congressional office, non-profit, think-tank, arts/museum, international affairs, etc.) (200 words or less)
3. Describe a situation where a decision you made was impacted by including different perspectives? (200 words or less)
4. Consider a time you experienced failure and share how you dealt with it. (200 words or less)
5. Is there anything else we should know about you? (optional)

End of Block: RSS-DC Essay Questions

Internship Information:

Have you ever completed an internship (paid or unpaid) as an undergraduate student?

- Yes, I completed an internship before as an undergraduate student or currently have one this term. (Please ensure this is on your resume)
- No, I have never had an internship as an undergraduate student. This would be my first.

Rank order the **public service pathways** that most interest you for the **RSSI Program**: (1: most interested, 5: least interested)

- **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.

Select ALL of the **job functions** in which you have an interest in working in the **RSSI Program**:

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

Rank order the **geographical regions** that you prefer to work during the summer **for the RSSI Program**: (1: most interested, 5: least interested)

- Southern New Jersey
- Central New Jersey
- Northern New Jersey
- New York City
- Philadelphia Region

Is there a region(s) in which you are unable to work this summer **for the RSSI Program**? Select all that apply (if any).

- Southern New Jersey
- Central New Jersey
- Northern New Jersey
- New York City
- Philadelphia Region

If selected **for the RSSI Program**, which modes of transportation will you have access to and are willing to utilize in order to commute to and from your summer internship?

- Bus
- Car/Personal Vehicle
- NJ Transit
- PATH Train
- NYC Subway
- Septa
- Other

Have you applied or are you planning to apply to another Rutgers summer internship program? (ie. Camden Chancellor's Mayoral Internship, Eagleton Washington DC Internship Award, Mellon Grant Fellowship Program, Newark Humanities Price Scholars, etc.)

- Yes
- No

If yes, which program(s)?

End of Block: General Internship Questions

Start of Block: Applicant Affirmation

Applicant Affirmation

Please read fully the statements below and check each one to affirm your understanding for your **RSSI Application**:

- I affirm that all information I submitted as part of this application is accurate to the best of my knowledge.
- If selected to participate, I understand that I will be expected to complete my internship hours within normal business hours (8am-6pm, Monday-Friday) with occasional late or weekend hours.
- If selected to participate, I understand I will need to complete a minimum of 75% of my internship hours in-person. Remote hours are not guaranteed and will need to be discussed with your internship supervisor.
- I understand that all communication about the RSSI Program will come from RSSI@echo.rutgers.edu and I will add this email to my contacts so that I don't miss important email communications.
- I acknowledge that I will have an opportunity to interview with qualified internship sites during the interview day(s) in February 2024.
- If selected, I must complete all RSSI requirements including at least 150 hours in a public service internship at a nonprofit or direct-service government office over a 10-12 week period between late May and mid-August 2024, complete the concurrent virtual asynchronous internship course, attend 1 virtual orientation session in May 2024, and participate in the three (3) RSSI seminars/events.
- If selected, I understand I will be paid two RSSI stipends of \$2,500 after my first month of interning and after the completion of the program. I understand that applicable taxes may be withheld from these stipends *or* I will need pay applicable taxes on these stipends when I file my 2024 taxes.
- If selected, I understand that I will be responsible for commuting costs to and from my internship site and cannot request additional funding from my internship site to

cover commuting costs. Thus, it will be important for me to consider geographical location and transportation options of internship sites when scheduling interviews.

- If selected, I understand that my internship site cannot provide me with any additional payment or stipend for my work with their organization.

Please read fully the statements below and check each one to affirm your understanding for your **RSS-DC Application**:

- I affirm that all information I submitted as part of this application is accurate to the best of my knowledge.
- If selected to participate, I understand that I will be expected to complete my internship hours within normal business hours (8am-6pm, Monday-Friday) with occasional late or weekend hours.
- I understand that all communication about the RSS-DC Program will come from rss-dc@rutgers.edu and I will add this email to my contacts so that I don't miss important email communications.
- I understand that I am expected to take the lead on identifying and applying to summer internship opportunities in Washington, DC and that it is in my best interest to begin that process ASAP.
- If selected, I must complete all RSS-DC requirements including at least 150 hours in a public service internship at a non-profit or government office over a 8-9 week period between June and mid-August 2024, complete the in-person internship course, attend the virtual orientation session in May 2024, participate in the four (4) RSS-DC events over the summer, and participate in social media and/or donor requests.
- If selected, I understand I will be paid one RSS-DC stipend of \$3,500 at the beginning of the summer. I understand that applicable taxes may be withheld from these stipends or I will need pay applicable taxes on these stipends when I file my 2024 taxes.