Northern Michigan University's Student Leader Fellowship Program

Developing Your Community Service Internship

"Developing competent, ethical, community-centered leaders."
INTRODUCTION

As you start to develop your Community Service Internship (CSI) for the coming year, you are entering what is potentially one of the most exciting and rewarding periods of your two-year fellowship experience. Your CSI should give you the opportunity to exhibit and practice your leadership skills and abilities in a real-life setting. At the same time your Community Service Internship setting will give you experience that will continue your growth as a leader. It will also serve to acquaint you with the even more important world of community service. There is a growing awareness of the fact that if we are to solve the major problems that exist in our country and in our world today, it will be by confronting and solving them in thousands of communities. Action at the local level is the key to success. Providing leadership at the local level is and will be essential.

Your Community Service Internship should center around an area of interest for you. It should also take you out of your comfort zone and challenge you with new experiences. Most importantly, it should be an experience that is both fun and rewarding. For this to happen, it is necessary for you to work diligently this semester to develop an internship that meets both your interests and the goals that the Student Leader Fellowship Program has for the Community Service Internship. The next few months will largely determine how much you enjoy and benefit from your second year in the SLFP. Challenge yourself! Be creative! We as a staff are committed and are always willing to help you.

PASSION

“There are many things in life
    that will catch your eye.
But only a few will catch your heart...
pursue those.”

You climb a ladder to the sky.
Each rung marks a step forward
a goal achieved,
or an adventure taken.

You have come a great distance.
Look down to where you’ve been.
But look carefully,
and only when you are secure
in your present—
Now look up—
You still have far to go.
Look positively to your
hopes, dreams, and
happiness.
Then climb upward and
don’t be afraid of
heights.
~Anonymous
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 a benefit to the community?

• **Be bold**—sometimes the most rewarding experiences are those that 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**—he/she often times will have good advice and great ideas for you.

• **Use all of your sources in exploring possible CSI’s**—past and current site listings, second year Student Fellows, Mentors, SLFP staff, etc.

• **Consider doing your CSI as a team**—it can be very enjoyable to have a partner or partners!
# TIMELINE AND PROCESS FOR INTERNSHIP DEVELOPMENT

<table>
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<tr>
<th>Event</th>
<th>Description</th>
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<tr>
<td><strong>January Fellowship Meeting</strong></td>
<td>Receive a Community Internship Service packet.</td>
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<tr>
<td><strong>Early-February</strong></td>
<td>Begin considering ideas for your CSI. Discuss them with your Mentor and other Student Fellows.</td>
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<td><strong>February Fellowship Meeting</strong></td>
<td>Discuss current CSI sites with the Second Year Student Fellows.</td>
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<td><strong>Late-February - Early-March</strong></td>
<td>Individual exploration of Community Service Internship possibilities. Visit potential sites and continue a dialogue with your Mentor and other Student Fellows. Get Mentor signature on your initial proposal.</td>
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<tr>
<td><strong>March Fellowship Meeting</strong></td>
<td>Discuss progress on CSI exploration, consider partnerships with other Student Fellows, and turn in your initial proposal, if this has not already been done.</td>
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<td><strong>Mid-March - Early-April</strong></td>
<td>Student Fellows will meet one-on-one with Hannah.</td>
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<td><strong>Mid-April</strong></td>
<td>Final Proposal are due with signatures from your Community Service Internship Site Adviser, all members of your team, and Jon.</td>
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<td><strong>May - August</strong></td>
<td>Summer break—Jon meets with new CSI Site Advisers.</td>
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<td><strong>First Week of Fall Semester</strong></td>
<td>Officially begin Community Service Internship.</td>
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<td><strong>Fall Retreat</strong></td>
<td>Second Year Student Fellows will discuss the start of their Community Service Internships. Service Learning Forms will be discussed.</td>
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<td><strong>September</strong></td>
<td>Fellowship Meetings begin (dates/times to be announced). Service Learning Forms are due.</td>
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PURPOSE STATEMENT AND GOALS

“I hear and forget. I see and remember. I do and understand.”
~Confucius

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 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 in the creation and implementation of 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
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. Please note: The Student Leader Fellowship Program encourages projects which involve college students in settings with middle or high school youth. It has often been said that college students make excellent role models for young people in this age group.

4. **TIME COMMITMENT**
   *Is the time commitment appropriate?* The proposed CSI must entail an on-going, weekly 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 average amount of time spent is approximately three-four hours per week. Ultimately, Student Fellows will be accountable for the *outcomes* of their Community Service Internships, and not necessarily on number of hours spent.

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.

“If you are afraid to lose sight of the shore, you will never discover new horizons.”
~Unknown
ROLES AND 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 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 the Community Service Internship Adviser through regularly scheduled meetings.

5. Write a Reflection Paper at the end of the Community Service Internship experience.

Expectations of Community Service Internship 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 (for example—phone, office support, supplies, printing, and transportation).

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 Fellowship 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

STUDENT FELLOW
Leader
Decision Maker
Initiator

SITE ADVISER
Expert and Guide
Resource Provider
Listener

SLFP STAFF
Structure and Support
Resource Provider
Mediator