



Summer Intern Guidelines

Student Union suite 3514 • CB#5210 • (919) 962-0902 • fax (919) 843-9685 • www.unc.edu/apples

Service-Learning Internships

Select undergraduate students have the opportunity to gain valuable work experience, while earning three hours of academic credit. Within a service-learning framework, interns participate in service projects at eligible nonprofit or government agencies in North Carolina. Interns receive a salary of \$2,500 and work 40 hours per week for a minimum of eight weeks (320 hours). They are paid on the organization's biweekly or monthly payroll. Specific dates of employment will be determined by the availability of the intern and his/her supervisor.

Intern Expectations

Summer interns are eligible to receive three hours of *graded* academic credit for their internship. In order to secure this credit, interns identify a faculty member whom they would like to serve as an advisor. Based on the recommendations of the advisor, a list of relevant academic exercises that supplement the intern's work is determined. Assignments usually include:

- A list of relevant readings (*required*)
 - 200 pages is the suggested minimum (this may involve a book or several articles)
 - Students often assist with identifying some of their own readings
- A 10-12 page double-spaced final paper (*required*)
 - This paper is intended to integrate materials from the readings with the intern's own experiences. Paper topics may include:
 - A Problem Solving Paper: Identification of an agency problem or situation, and recommendations for alleviation of the problem.
 - A paper discussing the agency's long and short term goals, as well as its overall impact on the community.
 - Advisors are welcome to assign alternate "final projects" depending on the discipline. Alternative projects may include:
 - A short paper and an accompanying portfolio
 - Creation of a webpage
- A journal of the intern's experiences at the internship site (*required*)
- Other assignments that the Advisor may find useful (*optional*)
 - Outlines of readings that have been assigned to the intern
 - Researching the local roots of the need for the organization for which the intern is working
 - Portfolios: a collection of materials related to the service-learning experience, e.g. newspaper or journal articles, pictures, brochures etc.
 - Pre and post-internship resumes highlighting the benefits of the internship experience



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Other Requirements of Interns

- ❖ Interns will also be required to make a final presentation in the fall semester following the internship. This presentation can be oral or the intern can prepare a tabletop presentation such as a poster board.
- ❖ Interns must maintain frequent contact with the advisor during the course of the summer. Email is usually the most common method of communication.
- ❖ The Intern and Faculty Advisor should create an appropriate evaluation method and grading scheme for the internship.
- ❖ Interns attend a Midsummer Reflection hosted by APPLES on (Date/Time TBA). This reflection session is a time for Interns to share experiences and reflect on their personal growth at their agency.
- ❖ APPLES staff will also conduct site visits to the agencies where the interns work.

Please feel free to contact APPLES at 962-0902 if you have any questions.