

ETHICS AND SERVANT LEADERSHIP SUMMER 2011 INTERNSHIPS

Facts and FAQ's

1. Who is eligible for the internship?

All current, full-time Emory University (including Oxford College) students are eligible. Undergraduate, Graduate, and Professional students are invited to apply.

2. Are International students eligible for the internship?

Yes, International students attending Emory University are eligible.

3. How long does the internship last?

The classroom component of the internship program runs from May 16 through July 15. You have until July 31 to complete your requisite 240 work hours.

4. Is housing included?

Housing is not included as part of the award for selection. Students are responsible for housing and most either sublet an apartment, remain in their current housing, or become roommates with other students in the program.

Additionally, we work with Emory campus housing through the **Summer Intern Housing Program** to open up some apartments on the Clairmont campus of Emory. For more information about the housing program, visit: <http://www.emory.edu/sihp/>

5. How many hours a week should I work?

We are paying you to work a minimum of 240 hours and the expectation is that you will complete these hours by July 31. The responsibility is yours and your supervisor's to decide exactly how you will schedule your time. If there is some compelling reason to extend your time past July 31 this is something we will address on a case-by-case basis.

6. What if I get sick or need time off?

If you get sick, call your supervisor to let him or her know. Please do not call the Center for Ethics. Plan to treat your internship as though it were a regular employee position. In other words, ask your supervisor what the organization's policies are surrounding sick leave or other leave, and ask him/her how they want to address those issues with you. In making your arrangements, please remember that you have an obligation to work a minimum of 240 hours.

7. Do I need to fill out a time sheet?

Yes, if it is required by your organization. We will ask you to submit documents weekly detailing your work, but not for payment purposes.

8. What if my supervisor asks me to do something that I have no idea how to do?

Your supervisors have all agreed to provide each of you with the necessary training/ orientation to prepare you for any tasks or special projects they will assign. If your supervisor asks you to do something but fails to provide the training you need, please communicate this problem to him or her. If you consistently feel you are being asked to perform tasks which are far above (or far below) your ability levels, please let the EASL staff know and we will try to help.

9. What do I need to do to fulfill my obligations to the program, apart from the internship itself?

(a) Attend Orientation

(b) Complete all Assignments

(c) Weekly Reflection Sessions and other events:

Reflection sessions are every Friday 9:00-1:00. Lunch is provided. These meetings are a required part of our internship program, so plan to attend all sessions. If for some reason you are unable to attend, you must call an EASL staff member to discuss ways in which you will make up the missed participation.

There also may be some additional programming designed to further our understanding of ethics, servant leadership and social issues. You will be informed of these as our planning progresses.

At the end of the summer we will have a social gathering to celebrate the hard work you've done! Fun is promised!

(d) Internship portfolio - completed project due on week after the completion of your work. The portfolio will include your learning agreement, weekly reflections, examples of work from your placement, and a final self-assessment.

(e) Article - Students will be asked to produce a brief newspaper length article (600-1000 words) about their work for the summer. This will be sent to the community partner and possibly used for Center for Ethics' publications or the Emory Report. We will provide examples of articles by past interns.

10. Can I get academic credit for the internship?

We have no formalized process for receiving credit for the internship, in part, this is because students would have to pay tuition. Some students have been able to get credit for the internship through their departments. Edward Queen is a faculty member in the Religion department, so he can sign on to academic directed studies, etc... If you are interested in this option, contact Edward directly at 404-727-1240.

11. Will there be ways for me to stay involved with Ethics and Servant Leadership during the school year?

Yes. For those who are interested in conversations with Atlanta community leaders and in cultivating practices related to ethical leadership and social awareness, the Center sponsors a year-long Ethics and Servant Leadership student forum beginning in the fall. Applications will be available in August from the Ethics Center's web site: <http://www.ethics.emory.edu/>.